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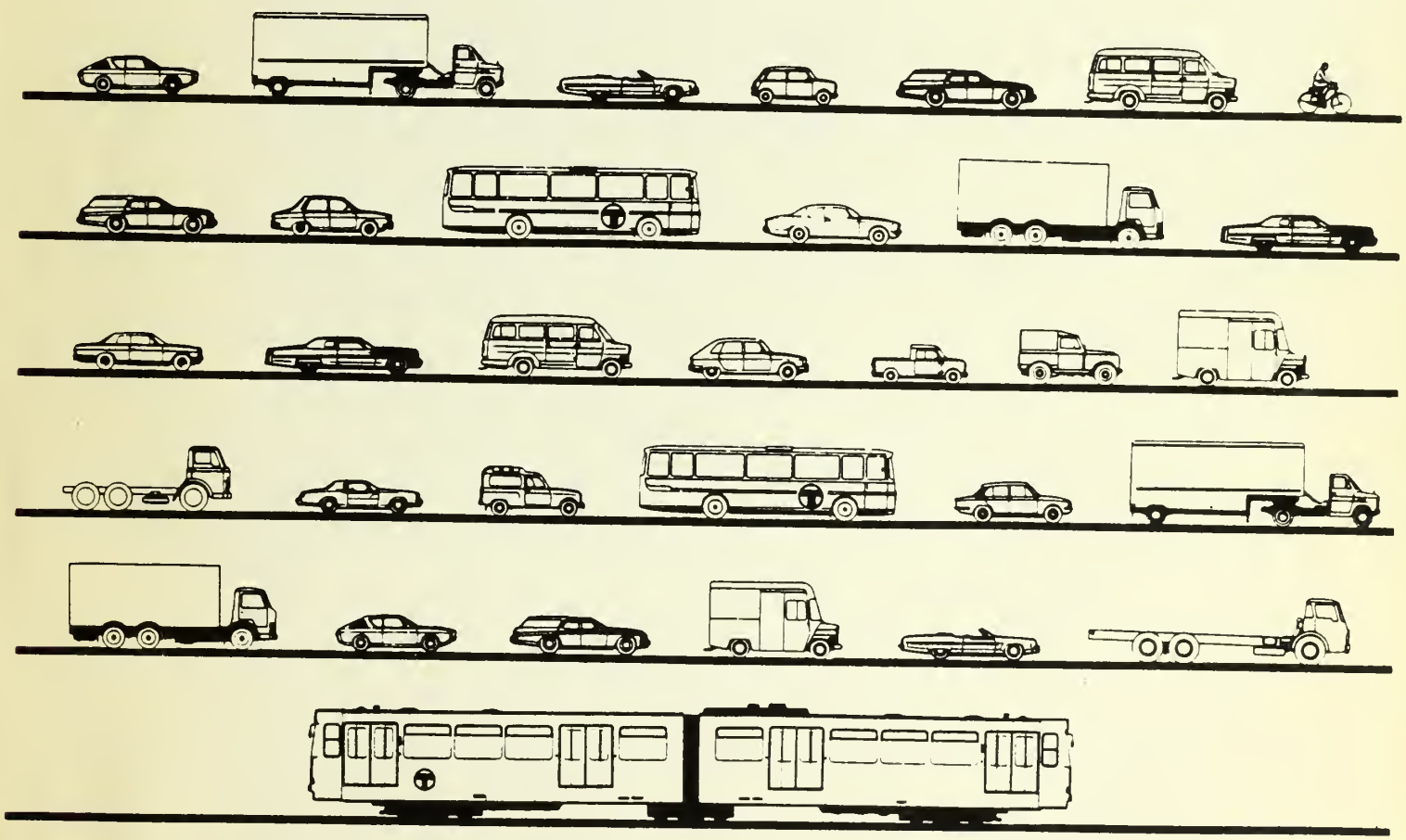
TRANSPORTATION PROGRAMS

A Guide for Local Officials in the Metropolitan Boston Region



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TRANSPORTATION PROGRAMS

A GUIDE FOR COMMUNITY OFFICIALS

IN THE METROPOLITAN BOSTON REGION

A publication of the
Metropolitan Planning Organization
consisting of the

Executive Office of Transportation and Construction
Massachusetts Department of Public Works
Massachusetts Bay Transportation Authority
MBTA Advisory Board
Metropolitan Area Planning Council
Massachusetts Port Authority

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Transportation Programs
A Guide for Community Officials
in the Metropolitan Boston Region

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Preface

This guide has been prepared to familiarize local officials with the programs available to fund transportation projects and the procedures to follow to obtain these funds. In addition, the key agencies involved in roadway and transit planning, implementation, and funding are identified. Knowledge of how these agencies function can contribute to the success of a project proposal.

The document is divided into two sections: roadway programs and transit programs. At the end of the narrative are appendices with supplementary information. Both the narrative and appendices should be consulted to fully understand the options available for transportation projects.

A word of caution is necessary for the user of this guide. Because of the unique circumstances of every applicant's needs, time frame and geographic location, this document can only be offered as a comprehensive guide for typical circumstances. Comments and questions concerning the guide should be directed to the Metropolitan Area Planning Council (MAPC) for further assistance and clarification.

ABBREVIATIONS

AASHTO	American Association of State Highway and Transportation Officials
Ad. Board	Advisory Board of the MBTA
B & M	Boston and Maine Railroad Corporation
BTPD	Bureau of Transportation Planning and Development (of MDPW)
CARD	Commercial Area Revitalization District
CDAG	Community Development Action Grant
CDBG	Community Development Block Grant
Cons	construction (in the TIP)
CTPS	Central Transportation Planning Staff
DPU	Department of Public Utilities (Commonwealth of Massachusetts)
EA	Environmental Assessment (federal)
EIR	Environmental Impact Report (state)
EIS	Environmental Impact Statement (federal)
ENF	Environmental Notification Form (state)
EOCD	Executive Office of Communities and Development (Commonwealth of Mass.)
EOTC	Executive Office of Transportation and Construction (Commonwealth of Mass.)
FHWA	Federal Highway Administration (U.S. Department of Transportation)
FONSI	"finding of no significant impact" (EIS process)
HUD	U.S. Department of Housing and Urban Development
IAC	Interagency Advisory Council (16(b)(2) program)
JRTC	Joint Regional Transportation Committee
MAPC	Metropolitan Area Planning Council
MBTA	Massachusetts Bay Transportation Authority
Massport	Massachusetts Port Authority
MDPW	Massachusetts Department of Public Works
MEPA	Massachusetts Environmental Policy Act
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
PE	preliminary engineering (in the TIP)
PMT	Program for Mass Transportation
PRC	Project Review Committee (in MDPW)
RFP	request for proposals
RTA	regional transit authority
ROW	right of way
SSC	SubSignatory Committee of the MPO
Sect. 16(B)(2)	capital funding for elderly and persons with disabilities transit
"3C"	comprehensive, cooperative and continuing
TIP	Transportation Improvement Program
UDAG	Urban Development Action Grant
UMTA	Urban Mass Transportation Administration (U.S. Department of Transportation)

Introduction

This portion of the guide is designed as a practical handbook to be used by those involved in the planning, preliminary engineering and construction of roadway improvements in the MAPC region, as well as those overseeing the maintenance and efficient use of the region's roadways. Sources of funding, eligibility requirements, application procedures and the environmental review process are discussed. Addresses and phone numbers of all highway-related agencies are included in Appendix O.

Knowing the category of funds that can be used for a specific road improvement or traffic management proposal is only one part of local roadway planning. Another part is knowledge of the procedure which a community must follow in order to secure those funds for the proposal.

Equally important are the initial planning and evaluation that go into an application for roadway funding: defining the problem; considering alternate solutions; deciding whether the estimated cost of the project to the community, if any, is reasonable and acceptable; and identifying environmental impacts. By putting together a thoughtful and concise proposal to the Massachusetts Department of Public Works or other funding agency, a community increases the chances of project approval.

A. The Metropolitan Planning Organization (MPO)

In response to federal regulations, the planning process known as the "3C Process (comprehensive, continuing, and cooperative)" has been established to develop a long-range transportation plan and program for the Boston metropolitan region and to establish priorities for funding. To prepare this plan and program and guide their implementation, a number of state and regional agencies have been designated as the Metropolitan Planning Organization (MPO) for the Boston metropolitan region. The establishment of an MPO is required by federal regulations in order for the state to receive federal transportation funds. Each year, the MPO develops a transportation improvement program (TIP), which lists roadway and transit projects that 1) are consistent with the objectives of the transportation plan and 2) require federal funding in the next five years. A complete description of the MPO and the "3C" process may be found in Appendix A.

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

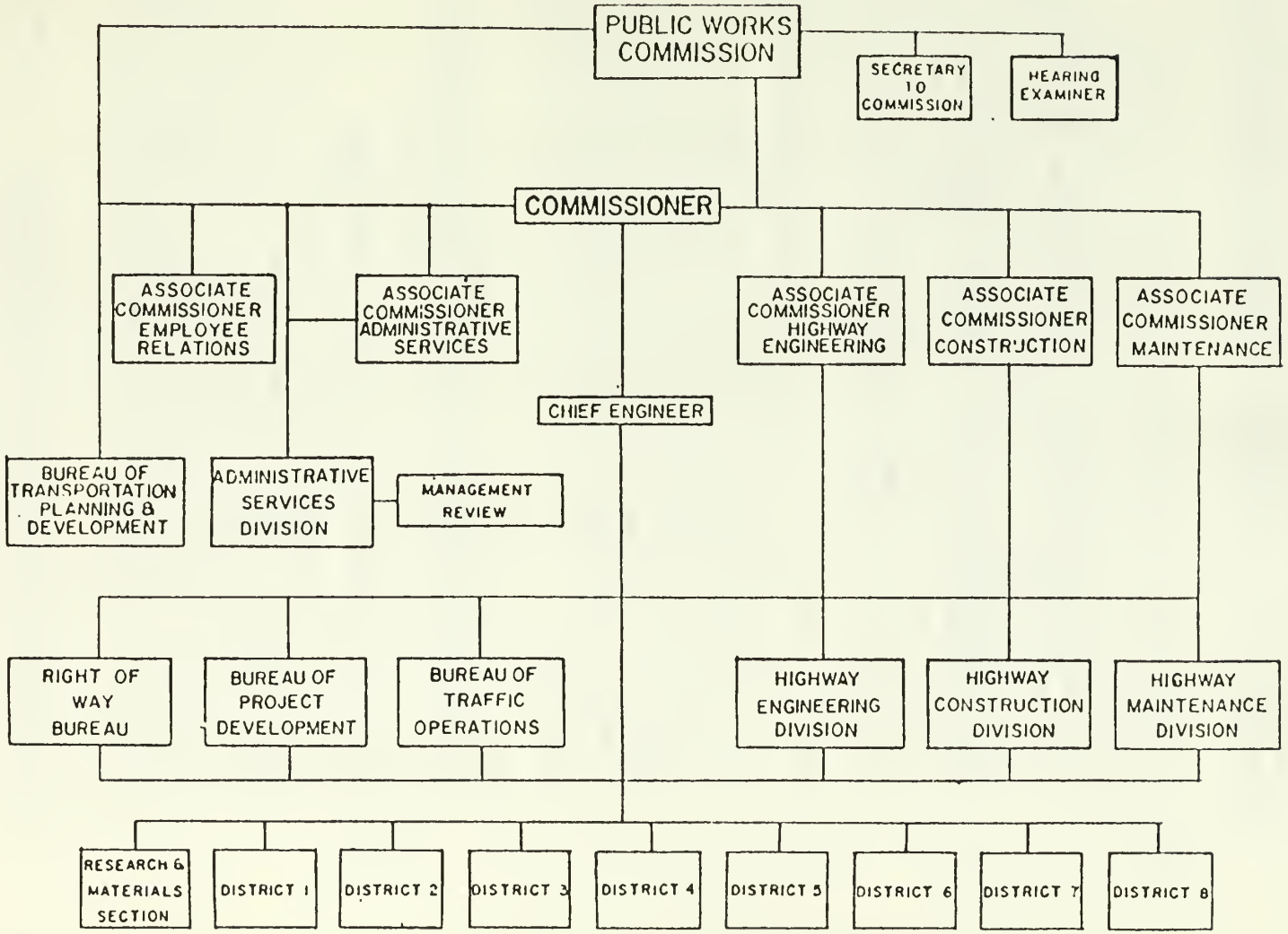

Figure 2-R

B. Major Roadway Funding and Planning Agencies

The following agencies provide either funding or planning assistance to communities seeking federal or state transportation funds. The phone numbers of these and many other transportation-related agencies may be found in Appendix O.

1. Federal Highway Administration (FHWA)

FHWA, an agency of the U.S. Department of Transportation, is charged with developing and recommending programs to Congress for the construction, reconstruction, rehabilitation, renovation or other improvement to the nation's roadway system. The Massachusetts Division Office of the FHWA, located in the Boston area, reviews and approves projects; monitors the state's programs, and provides technical assistance. The primary responsibility for administering federal programs lies with the Massachusetts Department of Public Works (described below).

2. Executive Office of Transportation and Construction (EOTC)

EOTC has the statutory responsibility to direct and coordinate state transportation policy and to guide the various transportation agencies which fall under the Secretariat. Those agencies are the Massachusetts Department of Public Works, the Massachusetts Aeronautics Commission, the Massachusetts Bay Transportation Authority, the Massachusetts Port Authority, the Massachusetts Turnpike Authority and the Regional Transit Authorities.

EOTC provides leadership in inter-agency coordination of transportation plans and programs through its chairmanship of the Boston region Metropolitan Planning Organization.

3. Massachusetts Department of Public Works (MDPW)

By law in the Commonwealth, the responsibility for the development of statewide roadway plans and programs is held by MDPW. A central MDPW office in Boston coordinates the activities of the eight separate district offices. These district offices are the local level of contact between this region's communities and the MDPW. Any requests to the MDPW to study and propose a solution to a highway-related transportation problem must be originated at the district level.

As shown in Figure 1-R, the towns and cities in the MAPC region are covered districts 3, 4, 5, 6, 7, and 8.

Figure 2-R illustrates the structure of the Massachusetts Department of Public Works.

4. Metropolitan Area Planning Council (MAPC)

MAPC is the regional planning agency for the Boston metropolitan area. MAPC provides general land use, transportation, environmental, economic development and housing technical services to the MPO agencies.

MAPC has a policy of providing technical assistance to member communities. Requests for help with transportation issues are treated either as short-term assistance, as a subregional project, or as part of a larger technical study. Appendix G describes MAPC's Technical Assistance Program.

MAPC is also available to answer transportation-related questions about funding programs or innovative approaches taken by other communities.

I. OVERVIEW OF ROADWAY PROGRAMS

A. Types of Funding

There are five types of funding available for roadway and traffic improvements:

- o federal aid programs contributing up to 90% financing for major improvements to state and local roadways and bridges;
- o state-financed capital improvement programs administered by MDPW;
- o state aid administered by MDPW and available to local communities for general roadway improvements and maintenance;
- o state aid administered by MDPW and available to local communities for specialized projects (e.g., bikeways, bridges); and
- o other related federal and state programs (parking management; ridesharing; block grants).

Different procedures exist for initiating and awarding funds to a project under each of these funding types. In some cases, the community will not be involved in initiating an application. This is true primarily for roads owned or maintained by the state. The MDPW will schedule and request federal aid and state capital improvement funds for these roads as they are needed. However, where a community becomes aware of a problem on a state-owned roadway, the procedure described below should be followed, bringing it to the attention of the MDPW.

Other programs described in this guide are available to local officials for improvements on locally-owned public ways. In such cases, the community would be responsible for initiating the project. All except the state aid program for general roadway improvements begin with a letter from the community to the Massachusetts Department of Public Works describing the problem. State aid for general roadway improvements is distributed by the Department of Public Works according to a formula or as a "cherry sheet" item from the state Department of Revenue. Other specialized programs, mostly administered by agencies other than the MDPW, have individual application procedures, for which the community should contact the administering agency.

B. Overview of the Funding Process

The following steps describe the typical process by which a community's request for MDPW involvement in a local transportation problem progresses to a funded project.

1. A community becomes aware of an existing or potential problem on a roadway: a high accident rate at a particular intersection, a projected increase in traffic beyond the capacity of the roadway due to development, or the need for additional parking. Prior to seeking funds, the community may decide to look more closely at the problem to see if previous studies have documented the problem and whether solutions were proposed or attempted.

2. The chief elected official of the community should write a letter requesting that MDPW resolve the local transportation problem, which should be fully described in the letter. The letter should be addressed to the district highway engineer, with copies to the MDPW Commissioner (Attn: Project Review Committee) and to MAPC. Supporting information should be included with the letter.

3. MDPW district personnel investigate the problem, confer with the community, and then propose a possible solution.

   The district engineer and community may decide at this point that state aid reimbursement funds or a specialized state program such as Improvement to State Highway Bridges can be used to take care of the problem. In this case, the community will be informed of the procedure to obtain those funds (see Chapter III of this guide). In other cases, the intense competition for federal and state funds may result in a recommendation that local funds be used to remedy the situation. If federal funds are needed, or the state intends to program the project with 100% state funds, the process continues as follows:

4. The recommended solution is made known to the affected community residents in order to establish their support (or lack of it) for the proposed solution. An MDPW, community-sponsored or joint public meeting may be desirable, depending on the nature of the improvement. The impact of federally-required design standards on the existing roadway will also be discussed.

5. The community should begin, as early in the process as possible, to investigate with MDPW the need for environmental review, federal or state permits (e.g., curb cuts, wetlands) or formal public hearings. If the project is to be funded from Urban Systems*, the community will usually be required to pay for the cost of a consultant to undertake the environmental review; reviews on Rural Secondary* projects may be the responsibility of MDPW or the community. On the other hand, MDPW will be responsible for environmental reviews on all Interstate*, Consolidated Primary* and 100%-state financed projects. A description of the federal and state environmental review process is included in Appendix I.

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*These programs are described in Chapter II and Appendix C.

6. The community's request for MDPW involvement, attached to the MDPW district's recommendation, is forwarded by the district highway engineer to the MDPW Project Review Committee (PRC) which meets at unscheduled intervals during the year. The proposal has no official status until the PRC approves it, and approval does not guarantee funding for construction.

7. When approved by the PRC a project is assigned to the appropriate MDPW section for processing. Concurrent with the PRC's determination, the local chief elected official is advised by letter of the finding. The community is also advised of responsibility for design of the project.

8. Projects that have received approval by the Project Review Committee, that are consistent with the Transportation Plan of the Metropolitan Planning Organization and that will require federal funds will be submitted by MDPW to the Metropolitan Planning Organization in October, February or June for inclusion in the annual Transportation Improvement Program (TIP). The TIP is the regional list of projects eligible for federal funding. It contains two categories: Annual Element and 2-5 Year Element; and three program actions eligible for funding; preliminary engineering (PE), right-of-way (ROW), and construction (CONS).

9. The Metropolitan Planning Organization will prepare a regional prioritization for all projects submitted by MDPW. This regional prioritization will appear in the TIP along with other project information.

10. Projects must have 75% of the design work completed and be ready to be advertised that fiscal year in order to be included for construction in the Annual Element of the TIP. Projects in the Annual Element are eligible to be placed in MDPW's Annual Program of Projects ("105 Program"), which constitutes MDPW's annual request to FHWA for federal funding. Only projects on the approved Annual Program of Projects are eligible for federal funding during that fiscal year.

11. In January, MDPW draws projects from the Annual Element to include in the Annual Program of Projects ("105 Program"), submitted to the Federal Highway Administration. FHWA reviews projects for eligibility and informs MDPW of which projects are accepted as candidates for federal funding.

12. Federal construction funds are incumbent for a project only after the design phase is complete all environmental review requirements have been satisfied, the project is ready to be advertised for construction, and federal approval has been received.

In the next four sections of this chapter, the steps described above will be examined in greater detail. More detailed descriptions of the "3C" planning process and the TIP are included in Appendices A and B.

C. Community Request for Assistance

The first contact with the district MDPW office should be in writing, signed by the community's chief elected official, and addressed to the appropriate district highway engineer, with copies to the Chief Engineer of MDPW (Attn: Project Review Committee) and to MAPC. The request may be simply a one to one-and-a-half page letter.

Due to the volume of community requests for projects, the request will be but one of many received by the MDPW District office. Therefore, with a great deal of work to be performed, the MDPW is better able to respond in timely fashion to requests which are well-thought out, to the point, and which reflect a real commitment on the part of the requesting community to the project.

A detailed description of the specific elements of the request letter is included in Appendix F.

D. District Review of the Project Request

Upon receipt of a community's request for aid, MDPW district personnel research the functional classification and funding eligibility of a proposal, as well as the funding history of other projects previously conducted on the same road(s). Following this research, the District office will contact the appropriate local highway superintendent to arrange a date on which the proposed location can be inspected, if necessary.

The state sid section or project section will then develop an estimated project cost, including the local share of the cost (if required). Cost estimates will be returned to the community, accompanied by a rough idea of what engineering concept may be employed on the project by the MDPW. Here, community commitment to allocating resources to a project - in particular, willingness to undertake the design - will increase the likelihood of the project's being accepted by MDPW.

E. Public Meetings (If Necessary)

Naturally, no two highway projects or traffic programs are completely alike. Similar projects proposed for different communities, or even in different locations within the same community, may elicit a variety of reactions from residents. In order to inform the affected residents adequately of the proposed project's scope of activity, the MDPW may require the scheduling of a public meeting. Formal public hearings relating to environmental review requirements, landtaking or certain types of permits (e.g., parks, wetlands) may also be required to complete the project. Even without a specific request from MDPW, the municipality may choose to call a public meeting or hold an informational session for those citizens most likely to be affected by the improvements. This meeting serves to identify potential problems and solutions that can be incorporated in the proposal design. It should result in a better idea of both the public's concerns about, and support for, the proposal. Communities may request assistance from MDPW or MAPC in planning public meetings.

The MDPW is not unwilling to support a publicly unfavorable project which it deems to be necessary. However, the MDPW cannot be expected to support a project on a locally-owned road, for which local officials have withdrawn support under public pressure to do so.

There is much competition for limited federal and state construction funds. The federal aid category in greatest demand by communities in Massachusetts is Urban Systems. The limited funds must be used judiciously. A major goal of this guide is to prevent wasted time and money on proposals which do not have public support. Public meetings early in the development of a proposal, therefore, act as indicators of its potential for successful completion.

F. Environmental Reviews, Permits and Public Hearings

The community will need, early in the process, to investigate with MDPW the need for local, state and federal environmental reviews on the proposed project. The federal and state review process is described in detail in Appendix I. Other laws such as the state Wetlands Protection Act (MGL Ch. 131, S.40) may be applicable. This law applies to projects that result in the alteration of wetlands and floodplains. The local conservation commissions will have a significant involvement if a project falls under the jurisdiction of this law. Army Corps of Engineers 404 permits and Division of Environmental Quality and Engineering (Division of Waterways) permits may be needed. Finally, public hearings may be required of many projects in addition to the more informal public meetings described above. The MDPW District office will be able to work with the community to identify exactly which environmental and regulatory processes apply to each project, and who - MDPW or a local agency - will be responsible for performing the required work.

G. Project Review Committee Determination

Once community commitment to the proposal has been obtained, the official request, attached to the District Office's recommendations, is forwarded by the District office to the MDPW headquarters in Boston. In Boston the MDPW Project Review Committee (PRC) evaluates and acts upon the request. The PRC is composed of the following MDPW personnel:

- Chief Engineer (PRC Chairman)
- Director, Capital Expenditure and Programs Office (PRC Secretary)
- Commissioner
- Associate Commissioners
- Deputy Chief Engineer for Project Development
- Deputy Chief Engineer for Highway Engineering
- Deputy Chief Engineer for Traffic Operations
- Director, Bureau of Transportation Planning and Development

The above MDPW officials will evaluate the proposal, based upon criteria listed below:

- Public and elected official support
- Need
- Safety
- Feasibility
- Available funding
- Local, regional and state importance
- Project prioritization in TIP
- Municipal commitment to participate in the design process
- Environmental effects

When the PRC has made its decision, the chief elected local official of the requesting community will be so notified by MDPW.

Once the PRC approves a request, it becomes a "project." At this point it is assigned an Engineering work order number and is added to the State Active Projects List (Project Information System). This action allows further work such as design and preliminary engineering to be initiated, advancing the project closer to the final construction stage.

H. Advancement of Project to Construction

PRC approval of a project does not assign or reserve funds for the project's construction. Construction funds are assigned when the project:

- has completed the design phase;
- has satisfied all environmental review requirements;
- is ready to be advertised for construction.

For a project requiring federal funding, the project:

- has been placed in the TIP Annual Element;
- has been submitted by MDPW to FHWA on its Annual Program of Projects ("105 Program");
- has been approved by FHWA for federal participation.

II. FEDERAL AID PROGRAMS

A. Summary of Federal Aid Programs

In the previous chapter, the process by which a problem would be presented to MDPW and accepted as a project was discussed. In this chapter, the federal aid programs that may be used to fund these projects, and the eligibility criteria for these funds are discussed. Federal aid is received by the state as reimbursement, and the state is required to contribute a matching share to most projects receiving federal funds.

Currently, nine federal aid programs to construct or improve the nation's highways are available in the MAPC region. These include:

- Intersate
- Interstate Resurfacing, Restoration, Rehabilitation and Reconstruction ("4R")
- Consolidated Primary
- Urban Systems, Boston Urbanized Area, Earmarked
- Urban Systems, Statewide
- Rural Secondary
- Hazard Elimination
- Highway Bridge Replacement/Rehabilitation
- Rail/Highway Crossings

A description of each of these programs may be found in Appendix C.

B. Eligibility of Roads For Federal Funding

In general, the major federal transportation programs may only be used on roads designated as part of the federal-aid system.* Such designation does not mean that the road is owned, operated or maintained by the federal government; it merely denotes eligibility for most of the federal assistance programs. The federal aid system is divided into three systems:

- Primary: Rural routes and their urban extensions which are functionally classified as arterials (major roads for long distance travel); most primary roads are state-controlled. Interstate roads are included on the primary system.

*Several of the "National Purpose Programs" may be used on non-system routes (see Table II-2).

- o Secondary: Rural routes which are functionally classified as major collectors (connecting arterials and local roads); many secondary roads are locally-controlled.

- o Urban Systems: Arterial and collector routes in urban areas (places of 5,000 or more population) which are not on the primary system. Most urban systems roads are locally-controlled.

Roads are placed into these systems according to their importance and functional classifications as designated by the Massachusetts Department of Public Works. Functional classifications are further defined in Table II-1 and Figure 3-R.

The final criterion in determining a road's eligibility for a particular program is whether it is in an "urban" or "rural" area. All communities lying within the Boston urbanized area as defined by the most recent U.S. Census are considered urban; those lying outside the urbanized area are generally considered rural. However, municipalities which are contiguous to the Census-designated urbanized areas have the option (with MDPW approval) to declare themselves as "urban" or "rural", and may choose to classify only certain sections of the community as "urban". Figure 4-R shows the urban areas for federal aid in the Boston and adjacent regions.

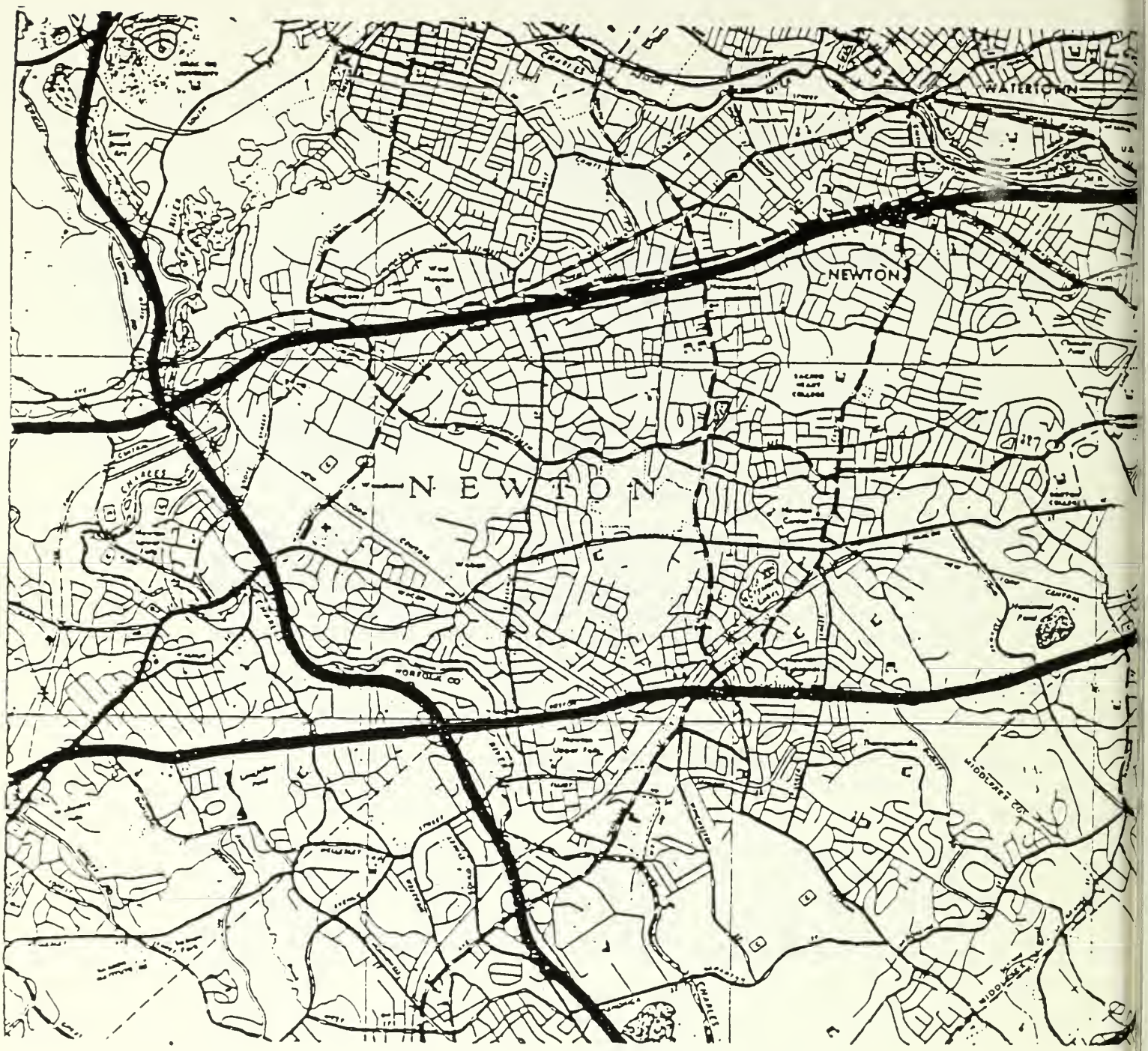
Table II-2 summarizes the relationship between individual programs, functional classifications, the three federal aid systems and urban/rural designation.

Communities may obtain information about the funding categories and functional classification of roads by contacting the MDPW Bureau of Transportation Planning and Development, or referring to the Road Inventory File. This file is a computerized description of all of the roads in the Commonwealth, and is described in greater detail in Appendix D.

Table II-1
Functional Classifications of Roads

Functional Classification	Types of Connections	Relation to Abutting Property
Arterial	Through traffic movement between cities and across cities.	Limited or controlled access highways with ramps and/or curb cut controls.
Collector	Traffic movement between major arterials and local streets.	Direct access to abutting property.
Local	Traffic movement in residential areas and between residential and minor commercial areas.	Direct access to abutting property.

M.D.P.W. FUNCTIONAL CLASSIFICATION MAP



LEGEND

RURAL		URBAN
Principal Arterials		Principal Arterials
Interstate Other Principal	━━━━━━	Interstate Principal Extension
Minor Arterials	──────	Minor Extension
	─ ─ ─ ─ ─ ─	Other Principal
Collectors		
Major Collector	──────	Minor Arterials
Minor Collector	- - - - - - - -	Collectors
Local Roads	──────	Local Streets

Figure 3-

Table II-2
Federal Aid Programs

Name of Program	Functional Classification	Federal Aid System	Urban/Rural
Interstate	Arterial	Primary	Both
Interstate Resurfacing, Restoration, Reconstruction, and Rehabilitation ("4R")	Arterial	Primary	Both
Consolidated Primary	Arterial	Primary	Both
Urban Systems, Earmarked	Arterial/Collector	Urban Systems	Urban
Urban Systems, Statewide	Arterial/Collector	Urban Systems	Urban
Rural Secondary	Major Collectors	Secondary	Rural
Hazard Elimination	Arterial (excluding Interstate)	Primary (excluding Interstate)	Both
Highway Bridge Replacement/ Rehabilitation	Any Highway Bridge	No	Both
Rail/Highway Crossings	Arterial/Collectors/ Local	No	Both

****

SOURCE: SRPEDD, Funding Roadway Improvements: A Guide For Community Officials
USDOT, FHWA, America on the Move: The Story of the Federal Aid Highway Program.

III. STATE AID PROGRAMS

A. Overview of State Aid Programs

Through a state gasoline tax and the proceeds of periodic bond issues, the state finances most major roadway improvements, including the type described in the previous chapter for which federal aid reimbursement may be available. In addition, the state makes funds available to local officials for improvements on local roadways and for special projects such as bikeways, salt storage sheds and bridges. These local funds, generally referred to as "state aid," are distributed through a number of different programs, including:

- State Aid Highways (Chapter 90)
- Highway Fund (Chapter 81)
- Highway and Transit Development Assistance (Chapter 825 - Acts of 1974)
- Bikeways and Bicycle Parking Facilities
- Salt Storage Sheds
- Substandard Bridges
- Economic Development

Some of these programs distribute funds as reimbursements; other through the state "cherry sheet"; others, by grant. The general features of these programs are described below. Detailed procedures for obtaining these funds, contact persons and other information are contained in Appendix C, federal and state Programs.

B. Description of State Aid Programs

1. General Roadway Improvements

These programs have in common the following features:

- funds may be used for a broad range of activities, including construction, reconstruction, and improvement of roads; and traffic enforcement - the combination dependent upon the particular program;

- funds have been apportioned to cities and towns by legislative appropriation each year, and thus cities/towns need not apply for them;

- instead of a letter of request, cities and towns submit documentation on how these funds will be (or have been) spent.

The following programs provide funding for all communities in the Commonwealth:

- State Aid Highways (Chapter 90): Reimbursement for construction, reconstruction, and improvement of public ways. Maintenance and traffic enforcement are not eligible activities. 100% funding of costs is available for projects located on the State Aid Primary System (see below). Projects on all other roads are funded at the 75%. Communities are informed of their Chapter 90 allocations by a letter from the MDPW Commissioner each year, and the letter itself is evidence of entitlement to these funds, rather than a memorandum of agreement.

- Highway Fund (Chapter 81): Partial reimbursement for construction, maintenance and traffic enforcement on public ways. The amount each community receives via the "cherry sheet" is determined annually from information collected by the MDPW on local road mileage, motor vehicle registrations, and equalized property evaluations. This fund is intended to offset costs not reimbursed by Chapter 90.

- Highway and Transit Development Assistance (Acts of 1974, Ch. 825): Reimburses communities that pay assessments to the Massachusetts Bay Transportation Authority and 1) are outside of the MBTA District or 2) are on the "fringe" of the MBTA core district. Communities in the first category (outside of the MBTA district) may use these funds for general government expenses, though they are strongly urged to use them for highway or transit purposes; communities in the second category ("fringe" MBTA core communities) are limited to spending these funds on local mass transportation services. This program's funding is available to all but 29 core communities in the MAPC region.

Both the Highway Funds (Chapter 81) and Highway and Transit Development Assistance programs are included on the "cherry sheet" - the state Tax Commissioner's notice to the cities and towns of estimated receipts from the Commonwealth. Funds are dispersed according to the normal "cherry sheet" procedures.

From time to time, special allocations of local aid are made to cities and towns for highway-related purposes. These are often in the form of direct grants, which may be received by the community prior to actual expenditure of funds. Local officials are informed by a letter from the Commissioner of Public Works of the allocation, and the requirements for obtaining them.

2. Specialized Projects: Bikeways, Substandard Bridges, Salt Storage Sheds

The following programs are competitive due to limited funding, and depend on periodic funding by the legislature (usually at intervals of two years or greater). Programs of this type currently run by the state include:

- Bikeways: Development of local bikeways and bicycle parking facilities.

- Substandard Bridges: Minor rehabilitation of bridges that will significantly extend the useful life of the bridge. Examples of acceptable projects for substandard bridge funding include replacement of girders, stringers and decks. Major reconstruction and maintenance are not eligible activities.

- Salt Storage Sheds: Construction of salt storage sheds to provide shelter for salt piles and to protect local groundwater and surface water supplies from sodium contamination.

Unlike federally-funded projects, those funded from these sources need not be included in the Transportation Improvement Program. Application procedures vary between programs, although they all are initiated with a request letter similar to that described in Chapter II, Federal Aid Programs. The specific procedures of the programs are described in Appendix C.

3. Other Programs

Occasionally, the legislature creates new programs to meet specific objectives. These include:

- Public Works Economic Development Program (PWED) (Acts of 1983, Chapter 19; Acts of 1981, Chapter 732, Section 17c)

  In 1981, the legislature first authorized funding for a new program titled the Economic Development Program. The purpose of this program was to fund "the design and construction of roads, roadways and any other related public works facilities deemed necessary for economic development by the Secretary of Transportation upon the petition of the appropriate local executive governmental body." The Executive Office of Transportation and Construction (EOTC) solicited and accepted applications for this program in 1982, and MDPW was responsible for the program's implementation. Projects received funding, half of them within the MAPC region. Additional funding has been provided by the most recent Transportation Bond, and the MDPW is now responsible for both application solicitation/acceptance, and project implementation.

Eligible projects under this program include but are not restricted to the design, construction, and/or reconstruction of existing or newly located public access roads, streets and bridges, curbing, sidewalks, lighting systems, traffic control and service facilities, drainage systems, and culverts associated with a municipal economic development effort which seeks to or will retain, establish, expand or otherwise revitalize industrial or commercial plants or facilities, create or retain long-term employment opportunities, have a positive impact on the local tax base; leverage high ratio private investment; and strengthen the partnership between the public and private sectors.

The 1986-87 Transportation Bond Issue authorizes $25 million for PWED grants. Requests for project funding usually far exceed available monies. Selection of recipients is based on potential economic impact and importance to the surrounding region.

o Municipal Salt Storage Sheds (Acts of 1983, Chapter 637)

This program funds the construction of salt storage sheds to provide for salt and sand piles and to protect local groundwater and surface water supplies from sodium contamination.

Requests from the chief elected local official containing justification and background information should be made by writing directly to the Commissioner of the MDPW. Communities should identify and relate evidence of a severe problem dealing with salt storage affecting public or private water supplies. Communities which had public drinking water supplies in 1977 should contact the Department of Environmental Quality Engineering to determine whether their supply has been tested, and the degree of salt concentration. Communities with public drinking water systems developed since 1977 are not eligible for this program because protective design measures should be protecting these water resources. Communities with private supplies will need to do their own testing. It is recommended that they test a number of different wells throughout the town to determine whether the source of contamination is a specific site (such as a sand/salt pile) or runoff from highways.

Communities exceeding 20 milligrams of sodium per liter of water are considered in violation of the maximum contaminant level, and are required to report this fact to their water supply users. Due to the volume of applications and limited funding available for this program, violation does not in itself assure funding for a shed. Communities are ranked according to the level of concentration, and those with public water supplies receive priority under this program. Evidence is also based, in part, on the Areawide Waste Treatment Management Plan commonly referred to as the "208 Plan." Any other supportive data to justify the need of a salt storage shed should be presented.

This program is administered by the Department of Public Works' Maintenance Office in conjunction with the MDPW's Environmental Engineer. The intent of the program is to have all stockpiles of salt stored under cover and on a hard bituminous concrete surface.

C. The State Aid Primary System

The Massachusetts Department of Public Works has identified a system of locally-owned public roads which are deemed essential for through traffic as well as local travel. This is known as the State Aid Primary System. All public roads under local jurisdiction that are classified as arterials and collectors are part of this system. Each city and town has received from the MDPW a functional classification map for the community that identifies roads included on the State Aid Primary System.

Designation as part of the State Aid Primary System qualifies a road for 100% funding under the Commonwealth's Chapter 90 program (see above). Roads not on the system, primarily minor and residential streets, are eligible for 75% funding for improvements under the Chapter 90 program.

IV. OTHER SOURCES OF ROADWAY PROJECT FUNDING

In the previous chapters, the major federal and state programs to construct, rehabilitate, repair, maintain and police roadways, bridges and bikeways were described. All of these programs are administered by the Massachusetts Department of Public Works (MDPW).

In this chapter, transportation-related programs that are administered by agencies other than MDPW are discussed. These are programs that may be limited to transportation-related projects (Off-Street Parking Grants) or that allow transportation projects as one among several classes of eligible activities (CDBG, CDAG, Chapter 121B). In general, projects funded under these programs are less costly than those under the programs previously discussed. Many deal with aspects of transportation management other than roadways, such as parking and access roads.

Following the name of each program is the citation for the authorizing or funding legislation.

- Off-Street Parking Grant Program (M.G.L. Ch. 7, S.4; Acts of 1983, Ch. 637; et al)

  This program is administered by the Division of Capital Planning and Operations within the Executive Office of Administration and Finance. Funded for the first time in 1980, the program makes direct grants to cities and towns for construction of off-street parking facilities within approved Commercial Area Revitalization Districts (CARD),* or in non-CARD areas in which, in the judgement of the Secretary of Transportation and Construction, the construction of such off-street parking facilities would substantially increase the usage of public transportation and carpooling and would also meet parking needs for commercial, medical, human services or governmental purposes pursuant to Section One of the authorizing legislation. Any city or town with a population of less than 20,000 according to the 1980 Census must be designated as a regional center providing commercial facilities for a regional market to be eligible for this program. This designation is made by the Executive Office of Communities and Development.

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*A CARD is a commercial area designated within a community, approved by its local governing board and the Secretary of Communities and Development, and found consistent with the regulations. Designation as a CARD allows businesses within the area to receive below-market loans raised from the proceeds of tax-exempt industrial revenue bonds.

The city or town is required to commit 30% of the project cost prior to receiving the other 70% from the state, unless it can show this would be detrimental to the progress of the design or construction stage.

o Urban Development Action Grant (24 Code of Federal Regulations Part 570, Subpart G)

The Urban Development Action Grant program is a program of the federal Department of Housing and Urban Development, designed to encourage new or increased private investment in cities and urban counties which are experiencing severe economic distress. The availability of Action Grant funds permits local officials to capitalize on opportunities to stimulate economic development activity needed to aid in economic recovery. Action Grant financing may be used in the form of equity funding, loans, interest subsidy or almost any possible form of financing that is required to allow a development to proceed that could not go forward otherwise. Parking and access roads are often key elements of new development, whether it be commercial, industrial, or residential, and thus are eligible activities for UDAG funding.

"Large Cities" (population over 50,000 and central cities of metropolitan areas) and "Small Cities" (population under 50,000) are eligible to receive UDAGs, although the eligibility criteria and application deadlines are different for each of them. Small cities in the MAPC region currently meeting UDAG eligibility requirements are Beverly, Chelsea, Everett, Revere, Hull, Rockland, Melrose and Peabody.

Leveraging private investment is a key aspect of this program. A minimum of $2.50 in private funds for every Action Grant dollar is requested by HUD; projects with a higher ratio can be considered more favorably. The average ratio of all projects funded through FY 1981 was six private dollars for every Action Grant dollar.

o Community Development Block Grant (24 Code of Federal Regulations Part 570.201)

This federally-funded program, first offered in 1975, provides block grants to communities for a broad range of activities, including access roads and off-street parking. Communities under 50,000 in population apply to the state for the competitive "Small Cities" portion of this program. The Executive Office of Communities and Development is the administering agency. Communities over 50,000 in population are "entitled" to a designated amount each year, but must submit applications to the federal Department of Housing and Urban Development describing the program activities they plan to undertake.

Projects may include public improvements that support neighborhood or commercial revitalization, grants to certain non-profit organizations and loans to for-profit entities where these loans are clearly in support of the public policy objectives of the program. All projects must meet the overall objectives of the program, including 1) support of activities which primarily benefit low and moderate-income people; 2) support of targeted community development strategies; 3) support of communities which have developed comprehensive and well-designed solutions to community development problems, and which have developed or may develop the capacity to implement those solutions; 4) encouragement of reinvestment in distressed neighborhoods; 5) stimulation of economic development which results in the creation (or retention) of permanent job opportunities and expansion of the community's tax base; and 6) encouragement of communities to maintain open policies toward both subsidized and private market housing and to ease unnecessary restrictions on the development of affordable housing in general.

o Community Development Action Grants (Acts of 1981, Chapter 789)

The CDAG program is administered by the Executive Office of Communities and Development.

Funding from this program is provided only for areas certified by the applicant and approved by EOCD as being "decadent, substandard or blighted." The maximum award is $2.5 million, although the average grant awarded has been approximately $300,000, with a range of $36,000 to $1.2 million. Eligible transportation-related projects are off-street parking facilities and streets or roadways. However, these projects can only involve property that is publicly-owned or managed; private entities or individuals may receive no direct benefit from CDAG funds. Private involvement is required, as the applicant must show that the public investment will leverage significant private funds (a minimum of $2.50 for every dollar of public funding). A third requirement is that the funds primarily benefit low and moderate income persons. An example of a project meeting all of these requirements would the the construction of a municipal parking lot in a downtown undergoing revitalization.*

*The low-moderate income requirement could be met by showing that a high proportion of jobs created by the revitalization effort would go to employ low and moderate income person.

o Urban Renewal/Planning Advances (MGL 121B)

This program is also administered by the Executive Office of Communities and Development, through the Department of Community Services. Eligible recipients are those communities which have 1) a redevelopment authority or 2) a housing authority in those towns where no redevelopment authority has been organized. This program is primarily directed to funding the cost of surveys and plans associated with the preparation of a proposed urban renewal project. Although most funds have been allocated, program funds may be available for engineering and design work for circulation and parking studies. The towns of Natick, Taunton and Norwood have used the funds for these purposes. A local share of 25% of the project is required for the municipality.

V. TRAFFIC MANAGEMENT PROGRAMS

In addition to the programs described in Chapters Two through Four, there are a number of other programs which can improve the efficiency of local road systems. These programs, such as ridesharing, carpooling, vanpooling, fringe parking and transit, differ from the above in that, rather than focus on physical improvements to the roadways, they address problems through traffic management. Decreasing the number of vehicles on a roadway can have a similar effect on traffic flow as widening the roadway, and brings along with it the added benefit of decreasing fuel use and emissions into the atmosphere.* A traffic management approach can also be less costly than physical improvements.

Because the effectiveness of these programs increases with the total reduction in vehicle miles travelled, they are often implemented on a multi-town or regional basis. Local participation is essential, as it is at the local level that the effects of these programs are felt, whether it is parking restrictions, opening of a fringe parking lot or provision of additional commuter parking. In some cases local officials have the greatest ability to make these programs work. For example, when negotiating with new companies measures such as flexible work hours, carpools and vanpools may be conditions for receipt of local permits.

Below, we have summarized the major programs considered feasible for managing traffic flow.

. RIDESHARING: The objective of this measure is to increase the number of occupants per motor vehicle, thereby decreasing the number of vehicles on the roadway.

  Three different types of programs, depending on the number of people sharing the ride, are offered by CARAVAN for Commuters, Inc., the private non-profit corporation contracted by the Massachusetts Department of Public Works to develop rideshare services statewide.

  In addition to the rideshare modes listed here, CARAVAN also acts as the Northeast's first statewide commuter transportation information clearinghouse. In this capacity, CARAVAN offers free materials including complete transit schedules, Park and Ride Lot lists, Turnpike "Pool Pass" applications, and other commuter information.

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*Widening the roadway would also have effects on air quality and fuel consumption by reducing the amount of stopped time of traffic. However, reducing the number of vehicles on the roadway exceeds this effect by decreasing the number of sources as well as the average rate of fuel consumption and pollution.

CARAVAN offers information services and technical assistance at no charge to individuals, companies, and communities. For details, call CARAVAN's business office at 973-7189 or write to: CARAVAN for Commuters, Inc., Suite 2180, 10 Park Plaza, Boston, MA 02116

a) Carpooling (2-6 persons): a free carpool match is available to individuals who call CARAVAN's "hotline", 227-POOL (227-7665). CARAVAN also works with employers to help promote and organize in-house carpool matching, or multi-employer cooperative efforts that match personnel from several companies.

b) Vanpooling (12-15 persons): CARAVAN also provides technical assistance to individuals or companies to promote and organize vanpools, which accommodate more riders than a carpool and usually travel greater distances. CARAVAN matches the riders, leases a van to the group on a monthly basis, and monitors the financial arrangements. As of June, 1987, CARAVAN's fleet of over 250 vanpools served more than 3750 commuters daily, with an average roundtrip of 85 miles. In addition to regular commuter services, CARAVAN's vanpool operations also include midday use of its vans by social service agencies, shuttles to existing mass transit facilities, and vanpool formation to transport job trainees or new hires from inner-city Boston to suburban companies.

"CARAVAN also assists employers and developers to implement on-site commuter services programs. It supports company and community transportation coordinators with handbooks, training seminars an ongoing marketing assistance."

c) Subscription Bus Service (up to 45 persons): CARAVAN can help an employer or group of employers contract for the services of a private bus company to provide transportation for employees to and from work. Employees may be picked up at a public transit station, a fringe parking lot or within their neighborhood. The company may choose to subsidize part of the fare for employees or offer the service to personnel at cost. Many employers in the MAPC region have instituted subscription bus service, including New England Life Insurance Company, National Medical Care, Morse Shoe, Kenney Vacuum, Teledyne, and TRW.

o FRINGE PARKING LOTS: The objective of this program is to facilitate ridesharing and use of bus service by developing convenient meeting or parking places for commuters. Fringe parking lots may be used by carpools, vanpools, subscription buses, private buses and public buses.

The Massachusetts Department of Public Works has an ongoing program to identify and develop fringe parking lots throughout the state in locations where a demand is established and a facility warranted. Cities and towns that are interested in a particular site may contact MDPW to initiate consideration of the site as an MDPW project. An alternative is for the town to pay for the construction. As these lots rarely serve commuters from one community only, they are ideal projects for multi-community participation.

In Appendix H, the process and issues relating to development of a fringe parking lot are described.

Additional information on fringe parking may be obtained by contacting MDPW's Bureau of Transportation Planning and Development or MAPC.

o COMMUTER RAIL & RAPID TRANSIT PARKING LOTS: The objective here is to ensure that communities with commuter rail or rapid transit stations have sufficient off-street parking to serve their transit users. The MBTA has an ongoing Transit Park-Ride Program to address this problem. Funding has been received for many lots and additional sites have been chosen for future funding. Communities may contact the MBTA to determine whether their stations are included in the current program. If not, a number of other programs are available for this purpose (see Chapter IV of the Roadway Section).

Prior to contacting the MBTA or applying for one of the other programs, communities may wish to contact MAPC to discuss their commuter parking problem.

o FLEXIBLE/STAGGERED WORK HOURS/FOUR DAY WORK WEEK: The objective of these measures is to lengthen the "peak period" -- the time during which most persons commute to and from work -- and thus decrease the traffic congestion that results from the peaking phenomenon. Flexible work hours allow individual employees to choose their hours within a given range of times, while staggered work hours require groups of employees within a company to start and end the day at different times. The flexible work hours program lends itself well to employees involved in pooling arrangements (a later arrival time will compensate for the time needed to assemble in the morning) and those choosing to bicycle to work (avoiding the major traffic periods and nightfall). The four day work week is another option.

Although flexible/staggered work hours/four day work week are primarily employer-based programs, communities with serious traffic problems can initiate such programs through publicity to large employers, negotiations for their inclusion as a condition of new developments receiving permits, and setting up a flexible or staggered work hour program or four day work week for municipal employees.

Additional information on flexible and staggered work hours and the four day work week may be obtained by contacting MAPC, CARAVAN, or the MBTA.

o PARKING MANAGEMENT PROGRAMS: The objective of these programs is to restrict the amount of parking in a given area, resulting in easier parking for residents of the area, improved traffic flow and, potentially, a decrease in the number of cars entering the area. These programs include:

a) Residential Parking Permit Programs: Boston, Cambridge, Brookline and other communities have established zones in which residents wishing to park are required to display a sticker on their car (non-residents are not eligible for these stickers).

This program not only protects the parking supply of residents, but discourages the use of automobiles to travel to these areas. The greatest use, therefore, is in areas with good public transit service.

b) On- and Off-Street Parking Restrictions: On-street parking regulations reduce the use of curb space for long-term parking, and improve traffic flow during commuter rush hours.

Off-street parking regulations limit the number of parking facilities that may be built in a specified area. Some communities are mandated by the Environmental Protection Agency to institute these controls because of the high rate of pollutants in the atmosphere. Other communities may implement these to avoid such pollution.

c) Pricing Policies: Communities may prefer not to place an outright ban on parking, but to discourage parkers by raising the prices at municipal lots (at all times, or during peak hours), or increasing the meter charges.

These pricing strategies are designed to encourage a specific type of use, such as short term parking, while discouraging other uses. Pricing strategies can also encourage the use of van- or car-pools or public transit.

d) Increased Enforcement: The impact of the parking programs described above will depend upon effective enforcement. While substantial effort and investment of resources are required to provide for ticketing, collections and subsequent penalties, the revenue derived from a successful enforcement program usually exceeds the cost.

Information on these and other parking programs may be obtained by contacting MAPC.

Introduction

This portion of the Guide is designed to identify funding sources and application procedures important to communities and social service agencies interested in understanding, initiating, or expanding public transit service within their jurisdiction.

The Boston metropolitan area is different from other regions in Massachusetts because the primary provider of public transportation is the Massachusetts Bay Transportation Authority (MBTA), rather than a regional transit authority (RTA), as designated under Chapter 161A of the Massachusetts General Laws. However, there are a number of communities within the MAPC region which are not members of the MBTA and are eligible to join a neighboring RTA in order to obtain public transportation services. As described in the following pages, both the MBTA and RTA's provide fixed route transit services and special services for elderly and handicapped people. As a local official or social service provider it is important that you know what services are available to you and how you can gain the best use of them.

I. PUBLIC TRANSIT

A. The Massachusetts Bay Transportation Authority (MBTA)

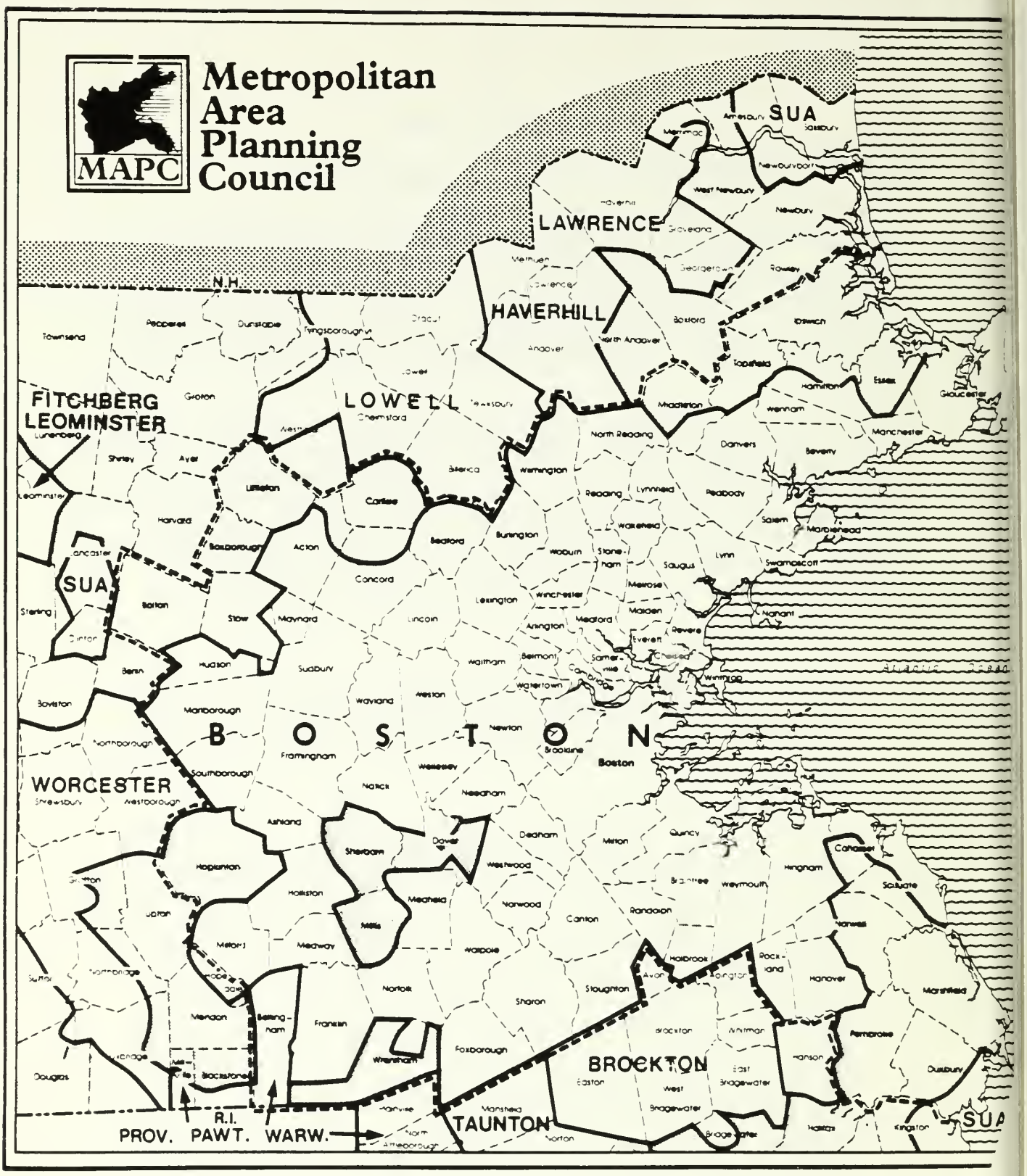
The primary provider of public transportation in the Boston metropolitan area is the Massachusetts Bay Transportation Authority (MBTA). The MBTA was formed under Chapter 563 of the Acts of 1964, which abolished the Metropolitan Transit Authority and assigned its functions and equipment to the MBTA. The MBTA includes the original 14 cities and towns in the MTA district and was expanded to include 78 cities and towns in the Boston metropolitan area. These are shown in Figure 1-T.

Since 1964, two reorganization bills have been approved that change the administrative structure of the MBTA. The MBTA is currently controlled by a seven member Board of Directors; the Commonwealth's Secretary of Transportation is Chairperson of the Board. A General Manager controls the day-to-day operations of the MBTA. The MBTA Advisory Board, composed of local officials representing the 78 cities and towns in the district, reviews and approves the annual operating budget. The organizational structure of the MBTA is shown in Figure 2-T.

1. The Existing System

The MBTA currently provides rapid transit, light rail, trackless trolley, bus and commuter rail services throughout the Boston metropolitan area. The location of the rail services are shown in Figure 3-T. Major transfer points between the various facilities are also noted.

The MBTA operates 350 rapid rail vehicles over three separate lines. The Red Line extends from Alewife Station in Cambridge through downtown Boston to JFK/U Mass Station in South Boston. At that point it divides into two branches; one that continues through Quincy to Braintree and one that terminates in Dorchester. The Orange Line extends from Forests Hills Station in Jamaica Plain through Roxbury and the Back Bay to downtown Boston. The "new" Orange Line subway opened during the spring of 1987 with new stations at Forest Hills, Green Street, Stony Brook, Jackson Square, Roxbury Crossing, Ruggles Street, Massachusetts Avenue, Back Bay and the New England Medical Center. It then continues northward through Charlestown and Medford into Malden. The MBTA's Blue Line originates at Wonderland Station in Revere and travels through East Boston into downtown Boston. Free transfers between stations are provided at six downtown Boston stations. These transfer locations are shown in Figure 4-T.



Federal Aid Urban Areas For Transportation Programs

SUA – small urban area: (5,000 – 49,999 pop.)

– non-urban area

MAPC boundary

4 2 0 4 8 12 Miles

Source: Massach Public

ORGANIZATIONAL CHART

Ⓣ MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

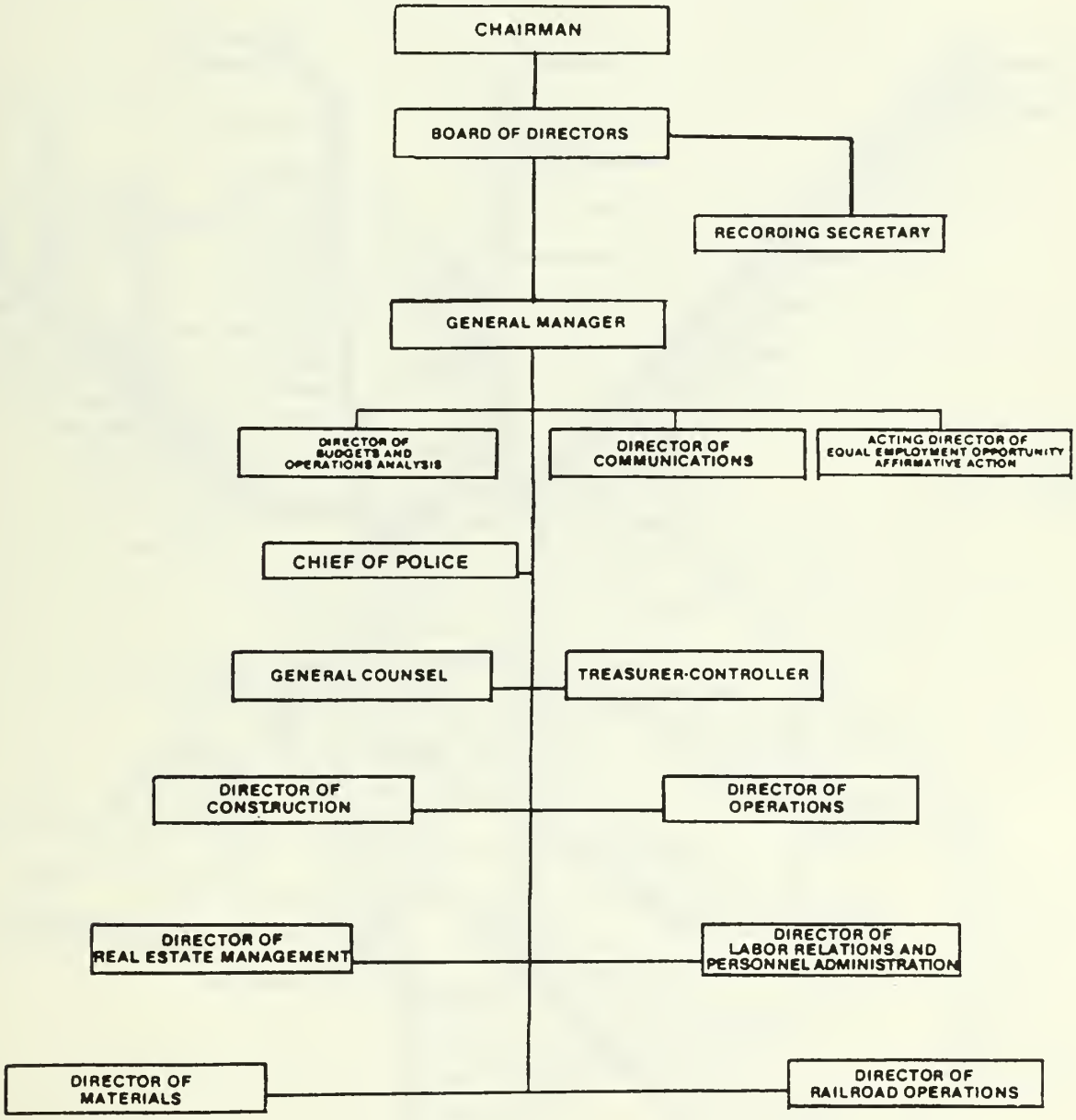


Figure 2-T

COMMUTER RAIL

Figure 3-T

OAK GROVE
MALDEN CENTER
WELLINGTON
SULLIVAN SQUARE
WONDERLAND
REVERE BEACH
BEACHMONT
SUFFOLK DOWNS
ORIENT HEIGHTS
WOOD ISLAND
AIRPORT
MAVERICK
AQUARIUM
STATE
DOWNTOWN CROSSING
SOUTH STATION
BROADWAY
ANDREW
JFK/
U MASS
SAVIN HILL
FIELDS
CORNER
SHAWMUT
ASHMONT
MATTAPAN
NORTH QUINCY
WOLLASTON
QUINCY CENTER
QUINCY ADAMS
BRAINTREE
ALEWIFE
DAVIS
PORTER
HARVARD
CENTRAL
KENDALL
CHARLES/MGH
LECHMERE
SCIENCE PARK
COMMUNITY COLLEGE
NORTH STATION
HAYMARKET
BOWDOIN
GOVERNMENT CTR.
PARK ST.
BOYLSTON
ARLINGTON
COPLEY
AUDITORIUM
KENMORE
BOSTON
COLLEGE
B
CLEVELAND
CIRCLE
C
RIVERSIDE
D
RESERVOIR
LONGWOOD
AVE.
PRUDENTIAL
SYMPHONY
NORTHEASTERN
MUSEUM
BRIGHAM
CIRCLE
HEATH
ARBORWAY
E
CHINATOWN
NEW ENGLAND
MEDICAL CENTER
BACK BAY
MASSACHUSETTS AVE.
RUGGLES
ROXBURY CROSSING
JACKSON SQUARE
STONY BROOK
GREEN
FOREST HILLS
RAPID
TRANSIT
LINES

Figure 4-T

The MBTA provides light rail service on the Green Line and Mattapan High Speed Line. The Green Line runs from Lechmere Station Cambridge through downtown Boston where it branches into four lines. The Arborway Line runs from Copley Square to Jamaica Plain; the other three lines carry passengers between Kenmore Square and either Riverside or Boston College in Newton, or Cleveland Circle in Brookline.

The MBTA operates 196 light rail vehicles of which 71 are the older PCC variety and 125 are the new LRV's. The fares for the rapid transit and light rail lines are zoned with a base fare of 75 cents per ride.

The commuter rail network is composed of the Northern and Southern Divisions, each of which consists of four routes. The rolling stock for the Northern routes was acquired from the Boston and Maine Corporation in late 1976; the rolling stock for the southern routes was acquired from Consolidated Rail Corporation, also in 1976. Amtrak currently operates both divisions for the MBTA. Fares on the commuter rail system are also zoned and range from $0.75 to $4.50. Transfer from the commuter rail to the rapid rail system is possible at both North and South Stations and Back Bay Station. Parking is provided at most commuter rail stations.

The bus system operates out of eight garages spread throughout the MBTA region. Bus routes are expected to fill one or more of the following service functions:

- linehaul - direct travel over distances greater than two miles between a residential area and an activity center.
- feeder/distributor - access to and from a service providing linehaul bus, rapid transit, streetcar or commuter rail service.
- crosstown - connects either community subcenters or radial linehaul services.
- inter-city - travel between cities or towns, primarily in suburban areas.

Major bus to rail connections are noted in Figure 4-T.

Bus fares are zoned with a 50 cent base fare on local buses for six miles and an additional 25 cents for each additional three mile zone traversed. The MBTA owns 1213 buses, of which 1023 are actively used in operations.

2. Requesting Changes in MBTA Service

Although many proposals for changes in MBTA service are generated internally, the August 3, 1977 "Service Policy for Surface Public Transportation" also outlines the procedures by which individuals or communities can request a change in service. The process involves four stages: Screening, Investigation and Analysis, Review, and Implementation and Monitoring. Correspondence containing service suggestions or requests should be addressed to the Chairperson of the MBTA Service Committee. A suggestion or request for a service improvement must be done in writing.

The four stage process is as follows:

(a) Screening (Stage I)

Proposals for service changes (requests, suggestions, and complaints) are screened for validity by the Service Committee; a proposal is either sent on to Stage II or is rejected for cause (tried within the past 12 months or patently impractical or unfeasible with current policy guidelines).

(b) Investigation and Analysis (Stage II)

Proposals for service changes are investigated and analyzed by the appropriate department or office. During this stage, interaction and discussion occurs with the appropriate Advisory Board representative(s) and other community representatives on proposals. The analysis and investigation of a proposal can be undertaken cooperatively by more than one department or office. The output of this stage is a feasibility report on the proposal.

(c) Review and Approval (Stage III)

Proposals for service changes and attendant feasibility reports are reviewed by the Service Committee. The Service Committee will either recommend the proposed change, reject it or request further analysis and investigation.

The service committee recommends proposed service changes to the director of operations for the authority. The director of operations has the ultimate responsibility for making the decision on whether or not a service change should be implemented. In making this decision, the Director of Operations will obtain the concurrence of the MBTA Budget Director and will consult with the advisory board representative(s) from the community or communities affected by the change.

(d) Implementation and Monitoring (Stage IV)

Once a proposal clears the study, review and decision, it is put into operation at the earliest practicable time. The service will be operated for a trial period during which time its performance is monitored. During the trial period, a decision is made on whether or not the service should become a regular feature of the Authority's surface system. This decision will be based upon an evaluation of the service's performance against the criteria given in the Service Policy manual. No service operated by the Authority is considered permanent. All services are monitored continuously and their performance evaluated.

Services are operated and evaluated in Stage IV. This evaluation identifies those services which are "substandard." This evaluation is performed by the Operations Directorate Planning Office and is reported to the Service Committee along with preliminary proposals for remedying the substandard performance. This reporting mechanism closes the feedback loop. The service committee reviews the evaluation reports and screens the proposals for improving substandard performance thereby triggering the planning process.

The performance evaluation and subsequent identification of remedies for substandard services (remedial analysis) is conducted four times annually.

3. Planning Schedule

"Major" service changes or improvements can only be implemented when the Authority implements a new system-wide schedule. This occurs four times yearly, usually in March, June, September and December. As used herein, a "major" service change or improvement is defined as one which will require the making or remaking of a service schedule. Minor service changes or improvements can be implemented between system wide schedule changes provided existing schedules permit and the operating personnel affected agree to the change.

B. Municipal Transit

Communities within the MBTA district can provide non-MBTA transit service locally as long as it does not conflict with service provided by the MBTA. Costs for service which are not covered by farebox revenues can be subsidized by the municipality in which the service is provided, by local businesses or through UMTA public/private initiative challenge grants. Examples of municipal service are the "Newton Rider" in Newton which was subsidized by the city, local businesses and Brandeis University and, "Lexpress" which is entirely subsidized by the town of Lexington. Similar programs operate in Beverly, Needham and Natick. See Chapter III, Section A of the Roadway Section of this Guide for a discussion of State Aid funds available to certain fringe MBTA communities for such services which receive no MBTA transit services.

Service provided by municipal operations are generally localized and oriented toward commercial centers. Lexington, in addition to local service, and the town of Concord contract with a private carrier for commuter service into Boston. Before any type of service is initiated in the 14 original core communities in the MBTA district, operating certification must be obtained from the MBTA to certify that the service does not conflict with MBTA service. In that the MBTA functions with the same authority as the Department of Public Utilities in its district, the MBTA must also approve fare rates and frequencies in the 14 core communities. For the outer 65 suburban communities, service can be provided by simply notifying the MBTA Law Office and the Service Planning Office of the intended service.

C. State Reimbursement Program

Chapter 825 of the Acts of 1974 created a State Reimbursement (cherry sheet) item for reimbursing communities that pay assessments to the MBTA and are one of 1) the 272 communities outside of the MBTA district and 2) the 50 communities on the fringe of the MBTA core area. MAPC communities in the first category, outside of the MBTA, are: Acton, Bellingham, Bolton, Boxborough, Carlisle, Essex, Foxborough, Franklin, Gloucester, Holliston, Hudson, Ipswich, Littleton, Marlborough, Medway, Milford, Rockport, Southborough, Stoughton, Stow and Wrentham.

MAPC communities in the latter category, within the MBTA but receiving no direct services, are: Ashland, Bedford, Beverly, Braintree, Burlington, Canton, Cohasset, Concord, Danvers, Dover, Duxbury, Framingham, Hamilton, Hanover, Hingham, Holbrook, Hull, Lincoln, Lynnfield, Manchester, Marshfield, Maynard, Medfield, Middleton, Millis, Natick, Needham, Norfolk, North Reading, Norwell, Norwood, Peabody, Pembroke, Randolph, Reading, Rockland, Scituate, Sharon, Sherborn, Stoneham, Sudbury, Topsfield, Walpole, Wayland, Wellesley, Wenham, Weston, Westwood, Weymouth and Wilmington (See Appendix C-8).

In the fringe communities the reimbursement program is limited to local mass transportation services such as the Beverly Shopper Shuttle. For the non-MBTA communities the funds may be used for any municipal services, however preference according to Chapter 825 should be to highway and transit development activities.

Communities are advised of their allocations on the cherry sheet. The State Treasurer distributes the amount allocated to the 272 cities and towns under this program; the MDPW distributes the amounts for the 50 cities/towns during the second quarter of the state fiscal year (October-December).

D. Suburban Bus Program

In early 1988 the Urban Mass Transportation Administration announced a new initiative to solve suburban traffic congestion. The program is known as the Suburban Mobility Initiative and is a joint public-private effort designed to generate creative strategies for solving suburban congestion. The initiative includes one-day workshops in key suburban locations and short-term planning grants.

E. Private Entrepreneurial Challenge Grant Program

A $5 million challenge grant program was developed by UMTA in 1987 to provide seed capital and technical assistance to get new private transit services started in areas not well served by existing public transit systems. Programs selected will be a form of public transportation involving private franchising and marketing.

F. Regional Transit Authorities

Many MAPC communities outside of the MBTA district wishing to provide their residents with public transit service have the opportunity to join and be served by a regional transit authority (RTA). (Although some of these communities could conceivably join the MBTA, to do so would require an act of the legislature.) RTA's are entities formally established by Massachusetts General Laws, Chapter 161B, for the purpose of providing the public with an alternative means of mobility to the private automobile.

Presently there are three RTA's providing service to MAPC communities. The Cape Ann Transit Authority (CATA) serves Gloucester, Ipswich, and Rockport. Although their primary service areas are outside of the MAPC's region, the Lowell Regional Transit Authority (LRTA) serves Acton and Brockton Area Transit (BAT) serves Stoughton. A large number of communities abutting the MAPC region are served by other RTA's including the Merrimack Valley Regional Transit Authority (MVRTA), the Montachusett Regional Transit Authority (MRTA), the Worcester Regional Transit Authority (GATRA). The service areas of RTA's operating in close proximity to the MAPC region are shown in Figure 1-T. Their addresses are listed in Appendix O.

1. Eligibility to Join an RTA

The enabling legislation permits contiguous communities as well as communities which are not separated from an RTA member community by more than one other community to join an existing RTA.

2. Forming an RTA

Under the provisions of Chapter 161B, it is technically feasible for a community not to form their own RTA by a majority vote of the city council, other legislative body, or town meeting. However, the general policy of the EOTC has been to encourage communities to join existing RTA's where that option is feasible. It appears to be more efficient and effective to expand existing RTA'S than to form new ones.

3. Joining an RTA

There are four steps required of a community seeking to join an existing RTA. They are as follows:

1. The community's membership must be approved by majority vote of the city council or town meeting;

2. The community must apply for membership to the RTA Advisory Board;

3. The advisory board must vote to accept the new member community; and

4. The Secretary of Transportation and Construction must approve the Advisory Board's acceptance of the community for membership.

4. Withdrawal from an RTA

Any RTA member community may withdraw from the authority by a majority vote of community residents. The question of withdrawal may be placed on the ballot of a special or regular city or town election by either of two methods:

(1) By a vote of the city council, board of selectmen or town meeting; or

(2) By petition of 5% of the registered voters.

Should the community approve the withdrawal, membership will cease as soon as it is feasible to discontinue the services provided.

5. Requesting RTA Service

A community may join an RTA without requesting or receiving transit service at the time of membership. In such a case, no fees or expenses are charged to the community. At whatever time a member community feels that its conditions and needs merit institution of transit service, service can be initiated in the following manner:

(1) The chief elected official should contact the Administrator of the appropriate RTA (whose name and address is provided in Appendix O) to relay the community's interest in establishing transit service.

(2) The RTA Administrator will work with the community to determine the type(s) of service, route coverage, and time scheduling most appropriate to the community's needs.

(3) Once the type(s) of service to be provided are decided upon, the city council or town meeting formally requests the service(s) through a letter to the Chairman of the RTA who will then transmit the request to the RTA Advisory Board for review. Note that the request for service from the city council or town meeting should verify that the new service is outside of the Proposition 2 1/2 tax cap.

(4) Upon approval of the request by the RTA Advisory Board, service can then commence upon the authority's contractual agreement with a transit carrier to provide the service.

6. The Organization of Regional Transit Authority

The basic organizational structure of an RTA includes the following tenets:

- The RTA is controlled by an advisory board composed of representatives from each of the member communities.

- The advisory board appoints an administrator to execute the policies and decisions of the Board, as well as to manage the affairs of the RTA.

- The net local cost of transit service by the RTA is assessed to each member community in proportion to the net cost of service provided within that community. The community pays only for the service provided within its boundaries.

- Each community pays the full local share (that part of the cost not covered by federal and state grants, or by fare receipts) for service provided by the RTA within the community. Communities do not pay for any portion of service provided to another community.

- The RTA provides transit service within the RTA's designated boundaries through contractual agreement with a transit carrier, such as private bus company.

- The Commonwealth enters into a contract with each RTA to provide 50% of the net cost of service it provides. Net cost of service is defined as the difference between all income received by the RTA, including federal grants, and all current expenses incurred by the RTA. Town assessments are used to provide the share not provided by the Commonwealth.

- An RTA is authorized to issue bonds to finance capital improvements.

- Any private company providing transit service in an area within the boundaries of the RTA at the commencement of RTA operations may continue to operate the same route(s) and level of service.

- An RTA providing transit service is not subject to the jurisdiction and control of the Department of Public Utilities in any way, except for the safety of the service provided.

- An RTA is locally governed and is not a part of, or controlled by, the MBTA or by any department or agency of the Commonwealth.

II. TRANSPORTATION PROVIDED FOR ELDERLY AND PERSONS WITH DISABILITIES

A. The Mobility Assistance Program

The Mobility Assistance Program is administered by the Commonwealth's Executive Office of Transportation and Construction (EOTC). The purpose of the program is to provide financial grants-in-aid to public agencies of the Commonwealth for the specific purpose of providing improved transportation services to elderly and persons with disabilities of any age for whom these services are unavailable, insufficient, or otherwise inappropriate. Public agencies of the Commonwealth receiving grants under this program are funded with state funds (Chapter 637, Acts of 1983, Section 13), and private nonprofit corporations are funded with federal Section 16(b)(2) funds as provided by the Urban Mass Transportation Act of 1964, as amended. For the purposes of this program the elderly are defined as those of 60 years of age or older. Persons with disabilities are defined as those of any age who by reason of illness, injury, congenital malfunction or other permanent or temporary incapacity or disability, are unable, without special facilities, planning or design to utilize mass transportation facilities and services as effectively as persons who are not so afflicted.

The Mobility Assistance Program provides 80% of capital expenses toward the acquisition of approved vehicles. The remaining 20% of capital costs must be provided by the applicant from state, federal, or local sources in the case of public agencies. All vehicle operating funds for both public agencies and private nonprofit corporations must be generated through other means to be reviewed later in this guide.

1. Vehicles Acceptable for Mobility Assistance Program Funding.

   Four types of vehicles have been approved by the EOTC for purchase with Mobility Assistance Program funds:

   a. Sedans converted to transport persons in wheelchairs (at an estimated total cost of $23,000).

   b. Vans converted with raised-roof, wheelchair lift, and lowered steps (at an estimated total cost of $19,500).

   c. A 12-passenger van with wheelchair lift (at an estimated total cost of $28,000; actual seating capacity to be 10 to 12 depending upon the number of available wheelchair positions).

   d. A 20-passenger van with wheelchair lift (at an estimated total cost of $35,000; actual seating capacity to be 14 to 16 depending upon the number of available wheelchair positions).

Other equipment acceptable for program funding are a two-way radio system (base station at an estimated $3500 and/or mobile unit at an estimated $1700), a microcomputer system to aid in program management (at an estimated $15,000); or a teletypewriter to assist in serving the hearing-impaired (at an estimated $700).

2. Applying for Mobility Assistance Program Funding.

Applying for Mobility Assistance Program funding is a two-step process conducted following EOTC's periodic announcement that funds are available. This announcement takes the form of a Request for Proposals (RFP) for Capital Assistance for Transportation of Elderly and Handicapped Persons. EOTC distributes the RFP to various state offices and departments, to regional agencies and to local social service agencies. If your group is not involved with one of the state or regional agencies listed in Appendix O, you may contact EOTC, CTPS, or MAPC for inclusion on the mailing lists.

a. The Mobility Assistance Program Preliminary Application

EOTC provides public agencies and private nonprofit corporations and social service agencies copies of the preliminary application packet as part of the notice of funding availability and RFP. A copy of this preliminary application packet is contained in Appendix M and consists of a questionnaire on "Experience and Plans" and an Intergovernmental Review (IGR) of Federal Programs of Intent" form.

Special attention should be given to questions 16 and 17 on the "Experience and Plans" questionnaire when completing the application. EOTC encourages applicants who propose provision of service to the community at large, rather than to one specific group or agency clientele. EOTC generally seeks to fund groups which are functionally integrated with other agencies or groups, for greater efficiency purposes. Questions 16 and 17 are worded to reflect your awareness of other transportation providers in your area and your initial thoughts regarding the manner in which you may coordinate your proposed activities with others.

In addition, your answer to question 16 begins a detailed process (expanded upon in the Final Application which comes later) of documenting the adequacy of existing transportation service provided by other social service groups and private firms. In fact evidence of coordination with existing transportation providers on the part of all applicants is desired by EOTC.

Other EOTC guidelines for applicants' proposals include the development of programs which, for the most part, serve both elderly and handicapped clients without eligibility restrictions, and those proposing service of a regional nature rather than of a local nature, except at certain times of the day to serve programs of nutritional, health, work training, or other nature.

EOTC encourages applicants to fully explore the possibility of coordinating services with the private sector. One way this can be accomplished is to solicit proposals from private companies for management and operation of the service. Leasing vehicles to these operators and then contracting for service can often be cost-effective and can eliminate the burden of an agency having to become expert in the operation of transportation.

Normally, six to seven weeks are allowed by the EOTC between the RFP and the deadline for preliminary application submittal. Shortly following the deadline, EOTC convenes the Interagency Advisory Committee (IAC). The IAC, whose responsibility is to review each preliminary application for funding, is composed of representatives of various state agencies, as listed in Appendix N.

Applicants should forward a copy of their preliminary application to MAPC upon its completion. MAPC can then provide coordination for applicants from the region as they enter the final application phase. MAPC will also conduct an IGR review of the finalized proposal.

Applicants can expect to receive the IAC's decision on the preliminary application within two weeks following the application deadline. A final application form will be included in your response from them. The entire preliminary application process from RFP to receipt of the IAC's decision and final application form normally takes ten weeks.

b. The Final Application

Your response from the IAC will include a comment sheet which discusses key requirements for Mobility Assistance Program recipients which were not addressed sufficiently in the preliminary application. As a rule, the IAC will recommend that applicants from the same geographic region coordinate their services, where possible, by consolidating their final application in one request for funding.

Completion of the final application can be a time-consuming procedure, requiring the compilation of detailed information on funding, other transit operations, and areawide coordination. Promptness and detailed follow-through are essential when completing your final application. The best advice from the EOTC is to begin work on the application immediately upon its receipt from the IAC. Remember that the EOTC is committed to having Mobility Assistance Program vehicles in use for as much of the day as is possible. Your final application will be strengthened by commitments from a variety of elderly and groups of persons with disabilities to purchase transportation services from your proposed operation.

3. Final Application Trouble Spots

The following are several examples of Mobility Assistance Program requirements which may present problems to the applicant on their final application. Potential approaches to solving these problems are offered below.

LOCAL MATCH

Private nonprofit agency applicants must come up with 20% of the vehicle purchase price, in funds which are not obtained from a federal source.

APPROACH:

Several potential sources for funding this 20 percent portion of the purchase price include:

Municipal - An applicant's community or a combination of involved communities can appropriate the necessary funds from municipal budgets. Communities can also utilize Community Development Block Grant funds.

Foundations - Several foundations have in the past donated funds for the transportation of the elderly. The Foundation Library of the Associated Foundations of Greater Boston (294 Washington Street, Boston, MA) is a helpful guide to foundation grant information.

Local Sources - Applicants may conduct rummage or bake sales and other fundraising events in conjunction with local social clubs, associations, church groups, community groups, and elderly or other organizations to raise the necessary funds.

o OPERATING EXPENSES

Mobility Assistance Program funds do not include operating expenses, and an applying agency must show it has money to support operating expenses. This effort can be approached in two ways:

APPROACH:

1. The Mobility Assistance Program recipient is in the business of providing transportation services to a select body of clients or agencies for a fee, but not for a profit. Social service agencies should be able to pay for the full cost of the service. Fares may be charged and this income may be used to partially defray operating expenses. Table II-1 on the following page outlines, by type, the agencies and grants which can supply operating funds.

2. A flat percentage reimbursement for operating expenses can be sought from UMTA, which would require the agency to become affiliated with an RTA. Only certain MAPC communities are eligible for this arrangement. (See Appendix K for a discussion of Section 9 funding).

o UNRESTRICTED ACCESS TO THE ELDERLY AND PERSONS WITH DISABILITIES

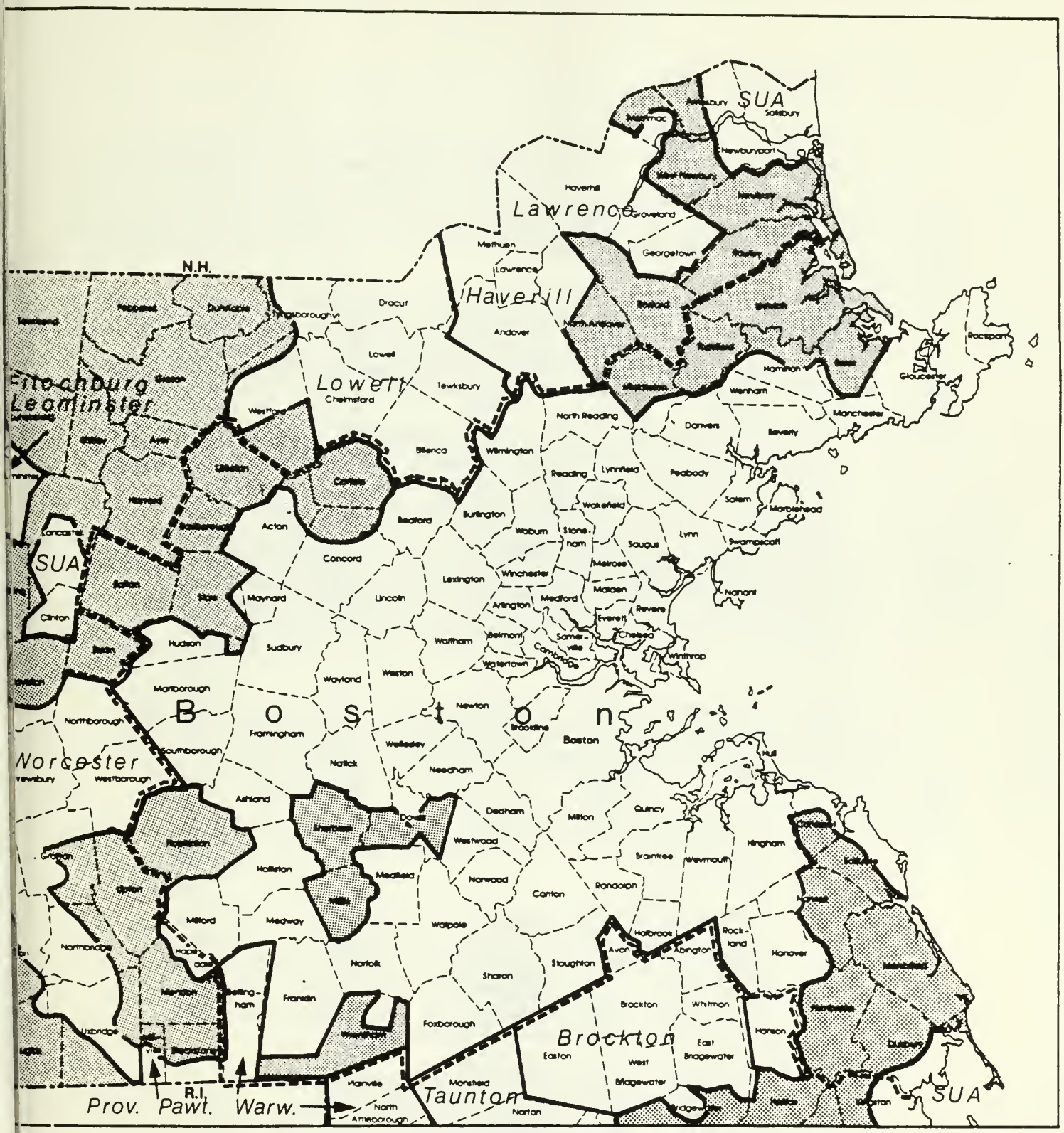
In order to receive priority in selection, the applicant should be able to provide some service accessible by both the elderly and persons with disabilities without restrictions as to income or other limiting factors. Certain times can be reserved for regularly scheduled services but some part of the vehicle's time should benefit the elderly and persons with disabilities.

TABLE II-1

U.S. DEPARTMENT OF TRANSPORTATION, TRANSPORTATION FUNDING PROGRAMS

PROGRAM	NATURE OF FUNDING	WHO MAY APPLY?	AREA COVERAGE	MATCH	ADMINISTERING[1] AGENCY
UMTA Section 3	Capital Assistance	Public Bodies	Urban Areas over 50,000	75% Federal 25% State/Local	UMTA
UMTA Section 9	Operating and Capital Assistance	Public Bodies RTA's	Urban and Rural Areas	Capital: 80% Federal 20% State Operating: 50% Federal 50% State/Local	Urban Areas: UMTA Rural Areas: EOTC
UMTA Section 15(b)(2)	Capital Assistance for Elderly and Persons with Disabilities Transportation	Private Non-Profit Incorporated Organizations	Urban and Rural Areas	80% Federal 20% Local	EOTC

[1]Administering agencies' addresses contained in Appendix O.



deral Aid To rban Areas For ransportation Programs

SUA – Small urban areas (pop. 5,000–49,000)

– non-urban areas

MAPC

Metropolitan Area Planning Council

N

---- MAPC boundary

0 4 8 12 Miles

APPROACH:

Table II-2 on the following page includes a list of possible sources of funds to satisfy this requirement. For example, Title III of the Older Americans Act funds operating expenses for transportation senior citizens: Title III funds are distributed by Area Agencies on Aging (AAA). Appendix O contains AAA agencies' addresses and phone numbers.

Grants and programs which provide or supplement the operating expenses of agencies providing transportation to the handicapped are contingent upon the person with disabilities income level. Service to any but the low-income physically challenged population then becomes difficult to fund through grants.

There are, however, several other potential sources of operating funds to be investigated by the applicant agency. One potential source may be a grant from a private foundation. Private grant money is scarce, but research by the applicant could prove worthwhile. The Foundation Library, again, can be of great help in locating foundations interested in such projects. Another source of operating funds worth investigating might be a municipal supplement to defray the cost of transporting the persons with disabilities who are ineligible for other local programs. You might also consider organizing various civic groups to raise the necessary funds.

Note: The EOTC is aware of the difficulty in meeting the open access requirements as described above. Applications in the past have been approved without the general handicapped service requirement if the applicant met the following criteria:

- The application displays a strong effort on the part of the applicant to locate funding for physically challenged service.

- The application contains commitments (or the likelihood of commitments) from a variety of physically challenged serving organizations and programs to contract for transportation services. These commitments insure, at least, that a reasonably high percentage of the total persons with disabilities community will be served.

- The application contains a statement which reflects the applicant's commitment to continue efforts to secure funds for providing transportation service to the entire physically challenged population.

TABLE II-2

MAJOR SOURCES OF STATE/FEDERAL FUNDS FOR TRANSPORTATION
OF ELDERLY AND HANDICAPPED AVAILABLE TO A MOBILITY ASSISTANCE PROGRAM OPERATION

PROGRAM	POPULATION SERVED	NATURE OF FUNDING	ADMINSTERING[1] AGENCY
o Developmental Disabilities Service and Facilities Construction Act of 1970 as Amended (HEW)	Developmentally Disabled	Purchase of Service	Office of Federal/ State Resources
o Older American Act of 1965 as Amended (HEW)			
- Title III(B) - Grants for State/Community Programs on Aging	Elderly, 60 and Above	Purchase of Service Pre- to Capital Expenditures	Area Agency on Aging
- Title III(C) - Nutrit. Programs for the Elderly	Elderly, 60 and Above	Purchase of Service	Area Agency on Aging
o Social Security Act of 1935 as Amended			
- Title XIX - Medicaid	Low Income	Purchase of Service	Department of Public Welfare
- Title XX - Social Service Amendments	Low Income Elderly	Purchase of Service	Area Agency on Aging
o Vocational Rehabilitation	Employable, Physically Challenged	Purchase of Service	Massachusetts Rehabilitation Commission
o Mental Health Services	Special Needs	Purchase of Service Capital Expenditure	Department of Mental Health

[1]Administering agencies addresses contained in Appendix O.

o DRIVER TRAINING

Prior to the delivery of vehicles, the drivers for the applicant agency must receive Red Cross Cardio-Pulmonary Resuscitation and First Aid Certification. Within 60 days of implementation of service, drivers must receive sensitivity training from the agency through a course approved by EOTC.

APPROACH:

This requirement does not normally present a serious problem to applicants. What is necessary is that your drivers take certain medical courses. Drivers and other personnel with emergency medical training and experience may command higher salaries than untrained personnel. This is a factor to be considered when estimating operating costs.

4. Final Application Review Procedure

EOTC allows six to eight weeks for the return of the final application. Keep in mind that a 30-day public comment period is required prior to submitting the final application to EOTC. So, in effect, you will need two to four weeks to complete the application and four weeks during which the public may comment on your proposal.

EOTC will reconvene the Interagency Advisory Committee (IAC) to review all final applications upon the application submission deadline. Applications are usually reviewed by region rather than statewide. This reiterates the advantage of having your proposal coordinated with other agencies in your region.

You may expect to hear from the IAC within two weeks after it convenes. EOTC allows four weeks for the approved applicants to respond to the IAC's decision and recommendations prior to forwarding the application and the IAC decisions to UMTA.

In the past, UMTA has taken from one to five months to process the approved applications. Following UMTA approval, open bids from manufacturers for the vehicle contract are collected for several months.

Following IAC final approval of your proposal, it may take from ten months to over a year before you may take delivery of your vehicle.

B. "The Ride" (MBTA)

"The Ride" is the MBTA's specialized transit service for people who cannot use the regular mass transit system by virtue of their physical or developmental disability. Service is presently available in Arlington, Boston, Belmont, Brookline, Cambridge, Chelsea, Everett, Malden, Medford, Newton, Revere, Somerville, Watertown and Winthrop.

On May 12, 1986, the Ride began a six-month demonstration project with SHARE-A-RIDE of Lexington. Service area: Bedford, Burlington, Concord, Lexington, Lincoln, Winchester, Wilmington and Woburn. This service was continued after the end of the trial period by the MBTA.

Service is "demand-responsive," similar to a taxi, and will pick-up the rider at the front door of their origin and drop-off the rider at their destination or at transfer points for the downtown distributor service. The Ride also provides a downtown distributor service, which is a fixed route service operation in the downtown area. During AM and PM peak hours all other trips into and out of the downtown area must use the distributor during peak hours only.

There are no restrictions on the types of trips a rider may take as long as they were within the Ride's service area. Before riding, the rider must register and purchase a ticket book from the MBTA's Office of Special Needs. Trip requests should be phoned in to The Ride office three to seven days in advance of the desired travel date. Some one-day service is available, though it is very limited.

Not everyone who is elderly or has a disability is eligible to use The Ride. Only those who have a disability which prevents use of public transportation, are eligible, such as inability or extreme difficulty in walking, seeing, hearing, using stairs or escalators, or riding in a standard transit vehicle. The rider must also reside within The Ride service area. However, any pysically challenged person regardless of residence may use the Downtown Distributor System.

Application forms and ticket books for The Ride are available from:

The Ride
MBTA Office of Special Needs
10 Park Plaza
Boston, MA 02116

III. REIMBURSEMENT FOR TRANSPORTING PUPILS BY PUBLIC TRANSPORTATION

Under Chapter 71, Section 7B of the Massachusetts General Laws, as amended, a municipality is eligible to receive reimbursement from the state for a portion of the cost of providing pupil transportation by public transportation. The language of Chapter 71, Section 7B, in part, is as follows:

> "7B. Transportation of pupils; reimbursement of costs; determination of amount; use of funds
>
> "To provide for the reimbursement of part of the cost not reimbursable under section seven A incurred directly by a school department or indirectly by a city or town on account of an assessment made to meet the cost of maintaining a public transportation system used for the transportation of pupils in a city or town using public transportation facilities licensed under the provisions of sections one and seven of chapter one hundred and fifty-nine A or operated under the provisions of chapter one hundred and sixty-one A or chapter one hundred and sixty-one B for the transporting of pupils to and from school who reside more than one and one half miles from the school they attend as determined by the commissioner, or, if the determination of the number of pupils residing more than one and one half miles from the school of attendance is impracticable, the commissioner shall make such determination according to the following formula: From that net average membership in the public and private schools, determined as provided in section five of chapter seventy, the commissioner shall estimate the number of pupils who reside more than one and one half miles from the school they attend, which number shall not exceed ten per cent of said net average membership."

For further information and the format of required reporting documents the Massachusetts Department of Education's 1982 Pupil Transportation "A Guide for Massachusetts School Administrators" should be consulted. Copies are available from:

Massachusettts Department of Education
1385 Hancock Street
Quincy, MA 02169

APPENDIX A

THE "3C" PROCESS

All transportation planning conducted within an urbanized area such as the MAPC region, utilizing Federal aid, must be based upon a Federally-mandated planning process which is comprehensive, cooperative, and continuing. This is referred to as the "3C" process. Each of these three terms has been defined:

COMPREHENSIVE: Transportation planning is multi-modal and includes highways, mass transit, railroads, airports, waterways, pedestrian travel, bicycle paths, and scenic highways. Full consideration shall be given to the environmental, social and economic impacts of transportation decisions, as well as the inter-relationships between transportation, land use, air quality, water supply and sewage treatment facilities, and all other planning elements.

COOPERATIVE: Transportation facilities and services affect our total society, and therefore, the planning process should have the effective participation of elected and appointed officials at all levels of government, as well as that of interested citizens, agencies, and organizations. In short, it means that all transportation investment decisions shall be the result of an open and participatory process.

CONTINUING: Planning is an ongoing process. Formal mechanisms have been established to insure that transportation planning is a dynamic process, subject to continuous re-evaluation and adjustment as needs, goals and values change.

Basically, the "3C" process is an attempt to consider all possible alternatives to a given transportation problem and their respective environmental, social and economic effects. To implement and oversee the "3C" process in a specific area, each urbanized area is required to establish a Metropolitan Planning Organization (MPO) which then conducts transportation planning functions. These functions include adoption of regional goals and objectives within a long-range Transportation Plan and the implementation of the Plan through annual approval of highway and transit projects in the Transportation Improvement Program.

The transportation planning process for the Boston region is the responsibility of six agencies: the Executive Office of Transportation and Construction, Massachusetts Department of Public Works, Massachusetts Bay Transportation Authority, Massachusetts Bay Transportation Authority Advisory Board, Metropolitan Area Planning Council and Massport. Together, they constitute the Metropolitan Planning Organization (MPO) for the Boston region, as designated by the governor on March 4, 1975 and June 15, 1976 in response to federal transportation planning requirements.

APPENDIX A (cont.)

Day-to-day coordination among the MPO agencies is provided by the designees of each of the signatories who meet regularly as the Sub-Signatory Committee (SSC). The SSC consists of a senior transportation planning person of each agency, with the EOTC designee serving as chairman.

The constituent agencies have the following characteristics:

o Executive Office of Transportation and Construction (EOTC)

EOTC has the statutory responsibility to direct and coordinate state transportation policy and to guide the various transportation agencies which fall under the Secretariat. Those agencies are the Massachusetts Department of Public Works, the Massachusetts Aeronautics Commission, the Massachusetts Bay Transportation Authority, the Massachusetts Port Authority, the Massachusetts Turnpike Authority, and the Regional Transit Authorities.

EOTC provides leadership in inter-agency coordination of transportation plans and programs through its chairmanship of the Boston region Metropolitan Planning Organization.

o The Massachusetts Department of Public Works (MDPW)

MDPW has the statutory responsibility to plan, design, construct and maintain highways, bridges and related facilities in the Commonwealth. Within the MDPW, the Bureau of Transportation Planning and Development (BTPD), under Chapter 563 of the Acts of 1964, has the statutory responsibility to serve as the principal source of transportation planning in the Commonwealth. Also, the MDPW Bureau of Project Development (BPD) has been established to serve as the principal unit shepherding specific highway projects towards implementation. The MDPW policy board consists of a Commissioner and four associate commissioners who are appointed by the Governor.

o The Massachusetts Bay Transportation Authority (MBTA)

MBTA has the statutory responsibility, under the provisions of Chapter 161A of the General Laws, to prepare the engineering and architectural designs for and to construct and operate transit development projects within the area constituting the Authority as well as to operate the public transportation system. Although the MBTA district is smaller (78 cities and towns) than the MAPC district (101 cites and towns), all MBTA member communities are within the MAPC district. The MBTA policy board consists of a Chairman and four Directors who are appointed by the Governor.

APPENDIX A (cont.)

o The Metropolitan Area Planning Council (MAPC)

MAPC is composed of the chief executive or designee of the 101 cities and towns in the MAPC district, 21 gubernatorial appointees and 12 ex-officio members. MAPC has statutory responsibility for comprehensive regional planning in the district under Chapter 40B of the General Laws. MAPC is the Boston Metropolitan Clearinghouse under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title VI of the Intergovernmental Cooperation Act of 1968. MAPC also has been designated an economic development area under Title IV of the Public Works and Economic Development Act of 1965, as amended. MAPC is responsible for coordinating activities and technical studies to support the regional transportation planning process, for regional land-use planning, including land-use components of transportation planning, and for providing technical assistance to member communities

o The Advisory Board to the MBTA (AD.BD.)

AD.BD. was established under the provisions of Chapter 161A of the General Laws. It is a regional body created primarily to review and approve the MBTA annual budget and the state-required Program for Mass Transportation (PMT). Major bus service changes and all fare changes are reviewed by the Advisory Board.

The Advisory Board consists of the chief executive officer or designee of each of the 79 member municipalities. Each municipality has a weighted vote on the Advisory Board.

The Massachusetts Port Authority (MassPort) has the statutory responsibility, under Chapter 465 of the Acts of 1956, as amended, to plan, construct, own and operate transportation and related facilities as may be necessary for the development and improvement of commerce in Boston and the surrounding metropolitan area. Among other facilities, Massport owns and operates the seaport, Logan International and Hanscom Airports, and the Tobin Bridge. MassPort also provides for airport shuttle bus service and a water taxi service between Boston and the South Shore suburbs such as Hingham.

In addition to these six agencies, the Central Transportation Planning Staff (CTPS) was established in May, 1974, under the administrative direction of MAPC. The purpose of creating this staff was to develop a permanent, integrated, multi-modal system-planning and analysis capability; to reduce overlap and fill gaps in the work of transportation agencies in the metropolitan Boston region; and to increase inter-agency cooperation in the creation of a balanced, comprehensive, regional transportation plan. With the participation of the MPO agencies, CTPS conducts long-range transportation planning and analyzes major transportation policy issues. CTPS also assists the agencies in developing particular transportation projects and programs, as well as developing certification documents for the region.

APPENDIX A (cont.)

The Joint Regional Transportation Committee (JRTC) provides policy advice to the MPO in matters of areawide concern in transportation decision-making. As described in the June 4, 1976 Memorandum of Understanding setting up this region's "3C" process, the functions of the JRTC are:

- To advise the Signatories on matters of policy affecting the conduct of the "3C" transportation planning process for the region.

- To advise the Signatories on such regional transportation documents as may from time to time be required by state or federal laws and regulations.

- To provide maximum participation in the transportation planning process by creating a forum bringing the Signatories together with other public agencies, representatives of cities and towns, and citizens concerned with the transportation planning process.

The JRTC is composed of up to 58 members so as to facilitate discussion and decision-making. Its membership has been selected in order to be representative of the localities within the region, of the state agencies with transportation and related responsibilities, and of a wide range of recognized private associations concerned with transportation policy. All members are appointed by the Signatories. JRTC membership is drawn from the following:

Public Agencies: There are up to eighteen (18) representatives of public agencies. In addition to the six signatories, who sit as non-voting, ex-officio members, there are twelve others appointed upon the recommendation of the Secretary of Transportation and Construction.

Cities and Towns: There are twenty (20) municipal representatives, chosen so as to provide broad geographic representation of the region. These representatives are appointed upon the recommendation of the MAPC and the Advisory Board.

Citizen Designees: There are twenty (20) citizen designees primarily representing private non-government organizations concerned with the transportation planning process. These designees may include private transportation providers.

A vice-chairperson is elected annually by the JRTC from among its members. The vice-chairperson becomes the chairperson the following year. The group adopts by-laws and other procedures as are necessary to govern its internal operations, and appoints subcommittees to carry on the work of the organization.

APPENDIX B

THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND THE PROGRAM FOR MASS TRANSPORTATION (PMT)

The Transportation Improvement Program (TIP) is a staged, five-year program of improvement projects to the highway and public transportation systems in the Boston metropolitan region. These projects must be consistent with the Transportation Plan of the Metropolitan Planning Organization. Projects listed in the TIP are candidates for federal funding for preliminary engineering, right-of-way acquisition and/or construction over the next five fiscal years. The five-year program includes an Annual Element. Projects listed in the Annual Element are expected to be ready for preliminary engineering, right-of-way acquisition or construction funds during the current fiscal year. Federal regulations require that projects appear in the Annual Element as a prerequisite to federal funding under the major highway and transit funding categories. However, the presence of a project in the TIP does not indicate a commitment of funds; this occurs formally when Federal funding is requested by MDPW or the MBTA.

A. Annual Review and Amendment Process

The TIP document is effective at the beginning of the federal fiscal year (October 1). The TIP is amended twice during the fiscal year in February and June to present changes in project status or funding. Amendments to the highway element are proposed primarily by the MDPW; amendments to the Transit Element are proposed by the MBTA.

Proposed amendments are reviewed by the Joint Regional Transportation Committee and affected cities and towns in the MAPC region, and are finally endorsed by the Metropolitan Planning Organization. The Joint Legislative Committee on Transportation and the General Court also review proposed TIP amendments. Endorsed amendments are then transmitted to the federal certification agencies. The amendments packages endorsed during the course of a fiscal year are incorporated into the annual revision of the TIP document at the following fiscal year.

The annual revision of the document consists of a review and update of all projects shown in the TIP for the preceding fiscal year and follows the same review process as the February and June amendments.

B. Coordination of the TIP with Regional Transportation Planning

The Transportation Improvement Program is based on the Transportation Plan and the Transportation Systems Management Element for the Boston region and has been coordinated with the MBTA's Program for Mass Transportation. Compilation of the TIP document complies with the requirements of Sub-Part C of Part 450 of the Federal Rules and Regulations, September 17, 1975. These requirements were established by the Federal Highway Administration and the Urban Mass Transportation Administration.

APPENDIX B (cont.)

1. Relationship to the Program for Mass Transportation:

Chapter 161A of the Massachusetts General Laws requires EOTC to prepare a Program for Mass Transportation (PMT) for the area included in the MBTA district. The PMT is the long range plan for improvements to public transportation facilities in the MBTA area and covers a ten year period. The TIP must be prepared to be fully consistent with the Program for Mass Transportation, as approved by the MBTA Advisory Board in December, 1978. When the continuing transportation planning process results in significant changes to the program elements included in the TIP and PMT, the PMT will be revised in accordance with the state law, so that the documents remain consistent.

2. Relationship to the Transportation Plan and the Transportation Systems Management Element

Projects in the current TIP are usually drawn from the latest approved Transportation Plan for the Boston Region. The Transportation Plan is the region's statement of basic transportation policy and needs for both highway and transit projects. Transit projects that are not programmed to receive federal funds during the five-year period covered by this TIP are included in the Transportation Plan for informational purposes.

The Transportation Systems Management (TSM) Element describes projects to promote the efficient use of existing facilities and is the short-range component of the Transportation Plan. The capital elements of TSM projects are included in the Annual Element of the TIP. Federal regulations call for the incorporation of the TSM into the Transportation Plan.

3. Relationship to Section 504 of the Rehabilitation Act of

Section 504 of the Rehabilitation Act of 1986 requires public transit providers to "provide transportation service to handicapped persons at full performance levels." The Act requires the special services to include

"- All persons, who by reason of handicap are physically unable to use the fixed-route service, shall be eligible to use special service.
- Service is to be provided within 24 hours of the request for service.
- No priorities on trip purposes are allowed.
- Fares shall be similar to those charged to general public for similar trips.
- Service shall operate in the same service area, including service to points outside service area, if the same service is available to general public."

APPENDIX B (cont.)

4. Relationship to the Transportation Element of the State Implementation Plan for Air Quality:

The 1977 Amendments to the Clear Air Act require state and local governments to prepare plans for achieving compliance with the national air quality standards established by the Clear Air Act. As part of the requirements set forth in the State Implementation Plan (SIP), the MPO, in conjunction with the Department of Environmental Quality Engineering, must make an annual determination that the region's transportation plans and projects are consistent with the SIP.

5. Prioritization

Urban systems projects will receive a regional prioritization. The prioritization process is being developed because the transportation improvement program normally includes many more projects than can be constructed within 5 years, and because communities need better information on the probability of a project's being funded before planning and designing improvements or arranging for other sources of funding. The objective of the prioritizing process is to 1) encourage the funding of projects which are in concert with regional development goals and provide appropriate benefits for the funds spent and 2) encourage local initiatives for projects which are regional priorities.

APPENDIX C

FEDERAL AND STATE PROGRAMS

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

Federal Aid Highway Programs

All of the programs listed below are administered by the MDPW. Eligible projects may be initiated by MDPW, MAPC or the community. Urban Systems project requests must be initiated by the community. This process is discussed in Chapter 1 of the Roadway Section of this guide. If approved, the project is submitted to Federal Highway Administration for funding.

INTERSTATE - Projects funded in this category involve new construction and safety improvements on the Interstate System of principal arterial routes in urban and rural areas, relevant to long distance and interstate travel. The federal share of the costs is 90 percent, and the state share is 10 percent.

INTERSTATE RESURFACING, RESTORATION, REHABILITATION and RECONSTRUCTION ("4R"). This category funds projects in urban and rural areas for the repair of existing Interstate Systems roadways and bridges. The federal share of costs is 90 percent, and the state share is 10 percent.

CONSOLIDATED PRIMARY - This category funds projects in urban and rural areas for new construction, reconstruction, widening, resurfacing, and traffic improvements of connected main roads on the Federal Aid Primary System that are relevant to statewide, regional and interstate travel. The federal share of costs is 75 percent, and the state is 25 percent.

URBAN SYSTEMS, EARMARKED - This category funds projects within the Federal Aid Urban Boundary, which consists of the U.S. designated Boston urbanized area and adjacent areas agreed to by MDPW and local communities. Earmarked funds are specifically allocated to this area, according to formula, by FHWA. Eligible facilities include high traffic volume arterial and collector streets. Funds may also be used for non-highway transportation improvements such as bus loading areas and facilities and preferential bus lanes. The federal share of costs is 75 percent. The community most often is asked to pay the cost of the design.

RURAL SECONDARY - This category funds projects in rural areas on the major collector routes that provide access to and from Primary roads or centers of population. Eligible activities include new construction, reconstruction, widening, resurfacing, and traffic improvements. Maintenance is not an eligible activity for Rural Secondary funding. The federal share of costs is 75 percent, and the state share is 25 percent.

APPENDIX C (cont.)

HIGHWAY BRIDGE REPLACEMENT/REHABILITATION - This category funds projects in urban or rural areas for the replacement or repair of bridges, based upon structural adequacy and safety, serviceability and functions, and public use and age. In order to receive funding for bridge replacement/rehabilitation, states must prepare and maintain an inventory, and rating of all bridges. Federal share of costs is 90 percent, and state share is 10 percent.

Note: The federal government divides this funding category into either Off-Systems or On-Systems, depending upon the roadway's eligibility for Federal Aid. A third subdivision of the category is for Optional funds, which can be applied to either Off or On-Systems bridges at the discretion of the MDPW.

RAIL-HIGHWAY CROSSINGS - This category funds projects in urban or rural areas both on and off the Federal Aid System, to eliminate hazards at dangerous rail-highway crossings. Types of projects include grade separations, installations of train-activated protective devices, and the installation of standard signs and markings. Federal share is 90 percent, and state is 10 percent.

HAZARD ELIMINATION - This category funds projects in urban and rural areas at locations on the Federal Aid System that have high accident rates. Hazard elimination projects may include signalization, signing, pavement marking, the installation of traffic control or warning devices at high or potentially high accident locations, or the removal of roadside obstacles. Federal share is 90 percent of costs, and state share is 10 percent.

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
State Aid Programs

Name of Program: State Aid Highway (sometimes called "Chapter 90")

Authorization: Massachusetts General Laws C. 90, S. 34

Funding: Appropriation Item in Annual Budget ($60,000,000 FY 88&89)

Contact Person: District State Aid Engineer (see Appendix O)

Amount of Funds: The Department notifies the duly authorized local officials after each year's appropriation of the amount allocated to their communities. This is determined by the following formula:

50% $\frac{\text{\# of miles of Public Ways under City/Town control)}}{\text{(total \# of miles of Public Ways in Commonwealth under City/Town control)}}$

25% $\frac{\text{(City/Town's Population)}}{\text{(Commonwealth of Massachusetts Population)}}$

25% $\frac{\text{(\# of Persons Employed in City/Town)}}{\text{(\# of Persons Employed in Commonwealth)}}$

Purpose of Program: Construction, reconstruction, and improvement including surface treatments on all approved public ways which qualify.

Eligible Activities: All operations on the travelled way of new locations or where considerable reconstruction is to be undertaken, including resurfacing (the minimum shall be 3/4" course with a continuous length of 500'); and other work incidental to the above such as preliminary engineering, including State Aid/Consultant Design Agreements, right-of-way acquisition, shoulders, side road approaches, landscaping and tree planting, roadside drainage, structures (including bridges), sidewalks, traffic control and service facilities, street lighting (excluding operating costs), and for such other purposes as the Department may specifically authorize.

Local Share Requirement:

Not Required - For work on State Aid Primary System Roads

25% - For local roads not on the State Aid Primary System

Local Responsibility:

I. Effective February, 1984, the design and construction decisions for Chapter 90 Projects are the responsibility of the Municipality.

II. The Municipality is required to file with the District Office an Initial Advisory Report for each project before expending the funds, and a Final Advisory Report when each ("Chapter 90 Bond Issue Project") is completed.

Procedure for Funding Chapter 90 Reimbursement Projects:

1. MDPW notifies communities of their allocation and information on eligible activities under this program.

2. Community's duly authorized official sends letter to District Highway Engineer listing intended highway project requests for the coming year. Priorities should be limited to projects that will be done that year.

3. A Memorandum of Agreement (MOA) of funds will be sent to the town/city for signatures. Both signed copies will be returned to the District. The District will check the MOA and forward them to Boston office for processing.

4. For each project, "Chapter 90" Project Request Form (forms available at District Office) must be submitted along with an attached preliminary estimate showing anticipated quantities and cost of project. If the submittals are complete and correct this will expedite the District State Aid Engineer's review and approval.

5. Approval by the District Highway Engineer is necessary prior to the start of the project. No expenditure for reimbursement from these funds shall be made before receipts of an approved Project Request Form and approval to proceed from the District Highway Engineer.

6. These State Aid funds are reimbursement funds so initial funding needs to be voted at a Town Meeting or by City Council. The town/city will be notified by the Department of the amount and Chapter of funding source. The District State Aid Office will advise as to the monies depending on the type of project to be constructed (Primary or Local).

7. An approved layout, easement, and takings necessary for the project must be obtained by the Town/City before the project begins.

8. Although the municipality's adopted no bid limit by-law may be $4000 or less, to avoid the possibility of inadvertently exceeding the legal limit, any item anticipated to exceed the expenditure of that amount should be advertised for bid.

9. The Department has established a list of the maximum rates for Hired Equipment and Town Owned Equipment that have been furnished to the municipality. If Hired Equipment cannot be obtained for these Rates, you may advertise for bids on the equipment needed. The municipality is reminded of Ch. 149, S. 27: A schedule of prevailing wages for public works projects involving the lease, rental, or other arrangement for the use of automotive or other vehicles and equipment must be included in the bid specifications.

10. Orders for items supplied by the Correction Industries must be made out by the municipality and sent to the Massachusetts Department of Corrections, Division of Prison Industries, Post Office Box 185, Norfolk, MA 02056 prior to the start of construction. If they cannot supply the item, a copy of the prison release must be attached to the Request for Reimbursement.

11. Advertised projects valued at $50,000 or more must have prequalified Contractors; state this requirement in Notice to Contractors.

12. A "Chapter 90" Request for Reimbursement along with Payroll and Equipment Form (HED 600) and/or Materials Form (HED 454) can be submitted on a timely basis after start of construction. The Request for Reimbursement should only be submitted for substantial amounts. These forms will be available at the District Office. Please note, these forms must have check numbers and signatures of highway official, selectmen/mayor and town accountant or city solicitor. There are certification statements on the Request for Reimbursement Form attesting accuracy and that requirements have been met as to procedures, bids, rates, etc. An invoice prepared by the District will be forwarded to Boston for processing and payment or reimbursement.

    All bills will be retained on file by the municipality in accordance with Executive Order #195 (April 27, 1981).

13. The municipality should daily assign a sworn weigher to any plant supplying materials where weigh slips will be used to determine quantity of bituminous concrete for roadway paving.

14. The Town/City should daily assign a plant inspector to any plant supplying bituminous concrete or cement to insure a quality product. Certificates of compliance shall be required on any material not covered by plant inspection. All materials must conform to the Department's Standard Specifications.

15. When the project has been completed, the town/city shall prepare and submit a Chapter 90 Project Final Report Form with Final Request for Reimbursement.

16. The District Highway Engineer will report that the work has been completed based on documentation received from the city/town and the Request for Reimbursement is processed.

17. The use of outside engineering services for design and construction will be acceptable for payment from State Aid Funds; however, the engineering services shall be submitted by a registered professional engineer with a reputable background of satisfactory performance, provided prior approval for engineering services has been obtained through the Department.

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

State Aid Programs

Name of Program: Highway Fund G.L. Ch. 81 S. 31; 1980, Ch. 577 S. 8 (A Cherry Sheet Item)

Authorization: Massachusetts General Laws, Chapter 81, S. 31

Funding: Appropriation Item in Annual Budget)

Contact Person: District State Aid Engineer (see Appendix O)

Amount of Funds: The amount each community receives is determined from information collected by the MDPW for road mileage, motor vehicle registration, the equalized property valuations, and the certifying report completed and returned to the MDPW each year on its HED-077 Form (see attached).

Purpose of Program: Partial reimbursement as an offset to the municipalities for costs (not reimbursed by Chapter 90) in construction, maintaining, and policing their public ways.*

Eligible Activities: See attached HED-077 Form. Note that "policing" is for all operations having to do with the direction or control of traffic by enforcement officials on city/town travelled ways. Allocating up to 25 percent of overall police budget to traffic "policing" as defined here is acceptable.

Local Share Requirement: It is recommended that the amount of this Cherry Sheet Item be made available for the repair and maintenance of the municipality's highway investment.

Procedure For Obtaining Allocation:

1. Community is advised of its allocation on its "cherry sheet."

2. City Council/Town Meeting votes to approve its annual highway budget.

3. Chief elected official submits HED-077 letter to MDPW District Highway Engineer certifying the amount expected to be incurred during the upcoming fiscal year, for the construction, maintaining and policing of its public ways in accordance with Ch. 81, S. 31 of the General Laws.

*The original Act (1971, Ch. 497) increased "the excises upon gasoline and special fuels for the purpose of providing additional revenue to cities and towns for highway purposes."

Note to Municipality: Please complete and return these forms by: _____

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
10 PARK PLAZA
BOSTON, MA 02116-3973

CITY/TOWN _____

Fiscal Year _____

STATE AID HIGHWAYS
Chapter 81, Section 31, G.L.
(Cherry Sheet Distributions)

To

_____
District Highway Engineer

Dear Sir:

This is to certify that the following amount is expected to be incurred during the fiscal year for constructing, maintaining and policing of the City/Town streets or roads in accordance with Chapter 81, Section 31 of the General Laws, as defined by the meanings listed on the reverse side.

Attached are certified copies of the votes and appropriations as taken at the City Council/Town Meetings(s) for the above mentioned items, amounting to $_____

Signed _____

_____

_____

_____

_____
Mayor/Selectmen

Date _____

_____
District Highway Engineer

"CONSTRUCTING"

1. All operations on the travelled way on new location.
2. All operations on the travelled way where considerable reconstruction is to be undertaken.

Including resurfacing and other work incidental to the above, such as shoulders, side road approaches, roadsides, drainage, structures, sidewalks, traffice control and service facilities, intersection construction, and unusual or disaster operations and professional services, or for such other purposes that the Commissioner of Public Works may specifically authorize.

"MAINTAINING"

All operations on the travelled way including:

1. scarifying, reshaping, applying dust palliatives and restoring material losses;
2. patching, mudjacking, joint filling, surface treating, etc. and replacement in kind; other work such as,
3. restoration of erosion controls;
4. reshaping drainage channels and side slopes;
5. mowing;
6. tree trimming,
7. replacing topsoil, sod, shrubs, curbing, gutters, riprap, underdrains, culverts;
8. cleaning and repairing culverts;
9. cleaning, painting and repairing of structures;
10. replacement of rail, floors, stringers and beams of structures;
11. replacement of walls and repairing of drawbridges;
12. removal of snow and ice and related operations such as sanding, chemical applications, etc.;
13. the erection of snow fences and the opening of inlets clogged with snow and ice;
14. removal of litter from the roadsides and drainage;
15. operation of drawbridges charged to highway traffic;
16. painting, repairing and replacement in kind of signs, guardrail, signals, lighting standards, etc.;
17. maintenance and replacement in kind of rest areas;
18. servicing of and furnishing power and light bulbs for highway lighting and traffic control devices;
19. roadside cleaning operations;
20. operation of roadside areas, towing service, information booths, etc.;
21. or any other such purposes that the Commissioner of Public Works may specifically authorize.

"POLICING"

All operations on the travelled way by city/town law enforcement officials having to do with the direction or control of traffic and such other purposes as the Commissioner of Public Works may specifically authorize.

Note: Allocating 25% of Police Budget to "Policing" is acceptable.

4. On or about December 1st, the Commissioner of Public Works certifies to the Commissioner of Revenue the estimated amounts required to be distributed to each city or town under this legislation.

5. The State Treasurer distributes to the cities and towns approximately fifty percent of the amount prior to December 31st, and the balance on or or before June 30th of the following year.

MASSACHUSETT PARTMENT OF PUBLIC WORKS

St e Aid Programs

Name of Program: Highway Reconstruction and Maintenance
Highway & Transit Fringe MBTA Communities
(A Cherry Sheet Item)

Authorization: Acts of 1974, Chapter 825

Funding: District State Aid Engineer (see Appendix O)

Amount of Funds: In this program, there are two categories of funding: 1) the 272 communities outside of the MBTA district and 2) the 50 communities on the fringe of the MBTA core area. MAPC communities in the first category are: Acto llingham, Bolton, Boxborough, Carlisle, Essex, Foxborough, Frank oucester, Holliston, Hudson, Ipswich, Littleton, Marlborough, M Milford, Rockport, Southborough, Stoughton, Stow, Wrentham.

MAPC communities in the latte category are: Ashland, Bedford, Beverly, Braintree, Burlington, Canton, Cohasset, Concord, Danvers, Dover, Duxbury, Framingham, Hamilton, Hanover, Hingham, Holbrook, Hull, Lincoln, Lynnfield, Manchester, Marshfield, Maynard, Medfield, Middleton, Millis, Natick, Needham, Norfolk, North Reading, Norwell, Norwood, Peabody, Pembroke, Randolph, Reading, Rockland, Scituate, Sharon, Sherborn, Stoneham, Sudbury, Topsfield, Walpole, Wayland, Wellesley, Wenham, Weston, Westwood, Weymouth, Wilmington.

Purpose of Program/Eligible Activities:

Fringe MBTA Communities: Eligible activities are limited to those pertaining to mass transportation services.

Non-MBTA Communities: Although funds may be used for any municipal service, preference should be given to highway and transit development activities.

Local Share Requirements: None

Procedure For Obtaining Allocation:

1. Community is advised of its allocation on its "cherry sheet".

2. Around the second Tuesday of March, the State Treasurer distributes the amount allocated to the 272 cities and towns under this program; the MDPW distributes the amounts for the 50 cities/towns during the second quarter of the state fiscal year (October-December).

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
Specialized State Aid Programs

Name of Program: Non-Federal Aid Sub Standard Bridge Program
Funding: Acts of 1985
Acts of 1983, Chapter 637
Acts of 1982, Chapter 732
Acts of 1981, Chapter 335, and previous Chapters and Acts.

Contact Person: District Highway Engineer (see Appendix O)
Amount of Funds: $25,000,000 allocated for 1986 and1987
$10,000,000 allocated in 1983
$10,000,000 allocated in 1982
$24,000,000 allocated in 1981

Purpose of Program: Minor rehabilitation of bridges that will extend the useful life of the bridge significantly. Bridges will still be eligible for federal funding of major reconstruction or replacement projects. Examples of acceptable projects include replacement of girders, stringers, decks, and substructure repairs. Unacceptable projects include painting of local bridges (local responsibility) or major reconstruction (beyond scope of program).

Other: Program is set up to minimize red tape. Application to completion time can be as short as two or three months, and generally no longer than one year. Statute exempts this program from MEPA, Wetlands Protection Act and Chapter 91 requirements, among others.

Application Award Process:

1) Community should contact its District Highway Engineer to determine whether intended municipally-owned bridge project falls within scope of program.

2) Community arranges for preparation of detailed estimate and set of plans for work to be done. These costs are not reimbursable and are considered the local share.

3) Community sends letter describing need for project along with detailed estimate and plans to the District Highway Engineer.

4) District Highway Engineer reviews and submits to MDPW Chief Engineer for approval.

5) Agreement sent to community informing it of funding and for its signature.

Implementation:

This is a reimbursable program, whereby the community arranges for the work to be done using its own employees or putting out bids. MDPW will make arrangements with the community through its Utility Engineer and Capital Expenditure Program Office to set up a reimbursable force account agreement between municipality and Commonwealth.

MASSACHUSETTS DEPARTM OF PUBLIC WORKS

Specialized Sta : Programs

Name of Program: Municipal Salt Stor neds

Funding: Acts of 1988
Acts of 1985
Acts of 1983, Ch. 637
Acts of 1981, Ch. 732, s. 17(a)
Acts of 1979, Ch. 356
Acts of 1977, Ch. 480

Contact Person: MDPW Commissioner's Office

Amount of Funds: $3,000,000

Purpose of Program: Construction salt storage sheds to protect the local drinking water from sodium c entration.

Local Share Requirement: 100% state funding; no local share required (municipality must provide the site, however).

Application Award Procedure:

Requests from the chief elected official containing justification and background information should be made by writing directly to the Commissioner of the MDPW. Communities should identify and relate evidence of a severe problem dealing with salt storage affecting public or private water supplies. Communities who had public drinking water supplies in 1977 should contact the Department of Environmental Quality Engineering to see whether their supply has been tested, and the degree of salt concentration. Communities with private supplies will need to do their own testing. It is recommended that they test a number of different wells throughout the town to determine whether the source of contamination is a specific site (such as a salt pile) or runoff from highways.

Communities exceeding 20 milligrams of sodium per liter of water are considered in violation of the maximum contaminant level, and are required to report this fact to their users. Due to the volume of applications and limited funding available for this program, violation does not in itself assure funding for a shed. Communities are ranked according to the level of concentration, and those with public water supplies receive priority. Evidence is also based, in part, on the Areawide Waste Treatment Management plan commonly referred to as the "208 Plan". Any other supportive data to justify the need of a salt storage shed should be presented.

This program is administered by the Department of Public Works' Maintenance Office in conjunction with the Department's Environmental Engineer. The intent of the program is to have all stockpiles of salt stored under cover and on a hard (bituminous) concrete.

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
Specialized State Aid Programs

Name of Program: State Bikeways and Bicycle Parking Facilities

Authorization: Massachusetts General Laws, Chapter 90E, s. 12
Funding: Acts of 1988
Acts of 1985
Acts of 1983, Chapter 637
Acts of 1981, Chapter 732
Acts of 1977, Chapter 356

Contact Agency: Metropolitan Area Planning Council/Central Transportation Planning Staff MDPW's Bureau of Transportation Planning and Development.

Amount of Funds: $3,000,000

Purpose of Program: Development of local bikeways and bicycle parking.

Local Share Requirements:

Bikeways - 100% for regional facilities
- 75% State Share/25% Local Share
Bicycle Parking - 50% State Share/50% Local Share

Other: The objective of the program is to implement bikeway proposals as soon as possible. Communities with large proposals are urged to concentrate on the planning and development of projects which can be designed and built in smaller usable segments. As future funds become available, additional projects can then be completed. With Department approval, communities can begin designing the projects at their own expense with the understanding that the costs will be credited toward the local share of 25% of total project costs if the project is selected for construction.

Application Award Process:

A. Community level

1. In order to avoid duplication and conflict, a single municipal agency or group such as the League of American Wheelman should be designated by chief elected officials to have the responsibility of securing community approval for planning and funding the bikeway proposal.

2. The Metropolitan Area Planning Council and Central Transportation Planning Staff should be the primary source of providing planning assistance.

3. Communities should develop a funding scheme for the 25 percent local match either by cash or in-kind services. The communities must provide adequate documentation of in-kind services for approval by the Department of Public Works.

4. As these are reimbursable projects, the community will have to fund the full amount of the approved project. As work is completed and paid bills for approval are submitted, the community is reimbursed for 75 percent (state share) of the total.

5. The route must be reviewed and approved by the local police for safety purposes. It must be on public ways or, if not, have the required easements and, if necessary, permits.

6. Local communities will maintain and police finished projects.

7. Communities shall submit final bikeway proposals to the MDPW District Highway Engineer with a cover letter from the Mayor or Board of Selectmen indicating financial support for the project. A copy of the proposal should be forwarded to the Metropolitan Area Planning Council or Central Transportation Planning Staff whichever, provided planning assistance to the project.

Review Process

1. The District Highway Engineer recommends the project for funding and forwards the project with recommendations to the Bureau of Transportation Planning and Development (BTPD).

2. BTPD reviews District Highway Engineer and MAPC/CTPS comments, and forwards recommendations to Project Review Committee.

3. The Project Review Committee makes project selections and fundings.

Implementation - MDPW State Aid Section

A. MDPW's state aid section administers implementation.

B. State aid section drafts an agreement for execution by the community of the project.

On the following page is a checklist for communities to use in preparing their requests to the Department.

BIKEWAY PROPOSAL CHECKLIST

Reference: 1977 Bikeway Bond Issue Program Guidelines

_____ Designation of a single municipal agency (or group) to have the responsibility of representing the community in bikeway planning and implementation.

_____ The approval of the proposed route by the local police department.

_____ Funding scheme for the 25% local contribution and the 75% reimbursable share.

_____ Understanding that policing and maintenance of finished project are the responsibility of the community.

_____ Right of way on a public way or the acquirement of the required easements and, if necessary, permits.

_____ Map indicating proposed route with lengths and types of bikeways: location of signs (their sizes and types); typical section(s); any pavement markings (sizes, type, legend); bicycle parking facilities.

_____ Description of proposed route and scope of project, estimate of quantities and costs.

_____ Proposed party to do the design and construction.

_____ Proposed method of implementation (advertised contract, force account, or other).

_____ Final proposal sent to the MDPW District Highway Engineer with cover letter from chief elected official, and copies to MAPC/CTPS.

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

Specialized State Aid Programs

Name of Program: Access to State Owned Land

Authorization: Massachusetts General Laws, Chapter 811, s. 3(n)

Funding: Acts of 1988

Contact Agency: Massachusetts Department of Public Works

Amount of Funds: $1,000,000

Purpose of Program: Towns with a population of less than 15,000 persons according to the 1980 Census are eligible to apply for one grant of up to $200,000 to undertake projects to improve roads, highways and bridges within the Commonwealth that provide access to state-owned land.

Application Award Process:

Those eligible to apply for funding under this program (i.e. have populations of less than 15,000 and maintain roads, highways or bridges which provide access to state-owned land) should submit requests to their local District Highway Engineer. Each letter of request should include:

a. a description of the proposed project; citing the location of the project, the reason for the project and the type of work to be done;

b. a description of the proposed project site; describing the present condition of the site, the kind of maintenance it now receives and the maintenance it would require after project completion;

c. a description of project costs, both fundable and non-fundable; and

d. a report from the state agency concurring in the need of the project.

APPENDIX D

THE ROAD INVENTORY FILE

In Massachusetts, the MDPW supplies each community with a computer printout listing of its specific municipal Road Inventory File. The file contains much of the information needed for an official request to the MDPW for that agency's help in solving a local highway problem. If your community's Road Inventory File listing has been mislaid, contact MDPW to arrange for a replacement copy. A printout of the Road Inventory File is also available in the State Transportation library at 10 Park Plaza in Boston.

The printouts of the file are provided in two separate computer formats, the former of which is an alphabetized listing of your community's streets. To the left of each street name is a four digit identification code or road number. Each of these road numbers is located sequentially on the second printout. It is this second printout (a sample page follows) which contains all the data pertinent to each roadway segment. (An explanation of codes follows)

The MDPW relies on communities for updates of its Road Inventory File. The community is asked to note any changes in its roads on its current printout. Periodically, it is asked to turn in its marked-up copy to MDPW. A new printout will be given to the community in its place. If at any time your community performs any action which changes the character of a road, notify the MDPW District office of such action.

Following the sample printout from the Road Inventory File on the next page is a decoding manual explaining the terms and symbols used in the Road Inventory.

DISTRICT NO. 6 COUNTY NO. 11 - NORFOLK

****
* CITY/TOWN NO. 350 - WRENTHAM *
****

FIELD WORK COMPLETED AUGUST 31 1972 REVISED TO REPORT DATE

IDENTIFICATION									DIVIDED LEFT				URBAN DATA				DIV. RIGHT OR UNDIV.						APPRAISAL				LENGTH AND TRAFFIC		
RECORD NUMBER	ADM SYS	F SYS	A RTE	F R-O	A C	F RTE	A AUTO		LEFT SHLD	SF WD	MU WD	E N	C B	SIDEWALK LT	SIDEWALK RT	SI GP	LT SHLD (MED)	SF WD	SF TP	RT SHLD	E N	ACC CON	TER AIN	ST CC	G R	SECTN LNGTH	AVEDAY TRAFFIC	ALT YEAR	DATE YY-MM-DD
ROAD NO. 0001 - WEST STREET																	FROM 0062 - SOUTH STREET TO B025 - TOWN LINE BELLINGHAM												
R1312500	1	2	0106	5	3	0121							0	00	00	2	02S	26	C9	02S	2	0	2	1	0	0.58			( )
R1312600	1	2	0106	5	3	0121							3	00	00	2	10H	24	09	10H	2	0	2	1	0	0.40			( )
R1312700	1	2	0106	5	3	0121							3	00	00	2	02S	26	C9	02S	2	0	2	1	0	1.26			( )
R1312800	1	2	0106	5	3	0121							3	00	04	2	02S	26	C9	02S	2	0	2	1	0	0.46			( )
R1312900	1	2	0106	5	3	0121							3	00	00	2	02S	26	C9	02S	2	0	2	1	0	1.11			( )
R1313000	2	3	0633	5	5								3	00	00	2	02S	26	C8	02S	2	0	2	1	2	3.05			( )
																									TOTAL =	6.88			
ROAD NO. 0002 - PARK STREET																	FROM 0023 - FRANKLIN STREET TO N208 - TOWN LINE NORFOLK												
R1313100	2	3	0459	5	5								0	00	00	2	02S	24	C8	02S	2	0	1	1	2	1.20			( )
																									TOTAL =	1.20			
ROAD NO. 0003 - COOKS CIRCLE																	FROM 0001 - WEST STREET TO 0001 - WEST STREET												
R1313200	2	0	0000	5	0								0	00	00	2	00	10	C5	00	1	0	1	4	0	0.20			( )
																									TOTAL =	0.20			
ROAD NO. 0004 - SPRUCE ROAD																	FROM N208 - TOWN LINE NORFOLK TO 0000 - DEAD END												
R1313300	0	0	0000	5	0								0	00	00	2	00	16	05	00	2	0	1	3	0	0.13			( )
																									TOTAL =	0.13			
ROAD NO. 0005 - UNNAMED ROAD																	FROM 0122 - RAY ROAD TO 0000 - DEAD END												
R1313400	0	0	0000	5	0								0	00	00	2	010	11	11	010	1	0	2	1	0	0.27			( )
																									TOTAL =	0.27			
ROAD NO. 0006 - FOREST GROVE AVENUE																	FROM 0008 - SPEARS STREET TO N208 - TOWN LINE NORFOLK												
R1313500	2	0	0000	5	0								0	00	00	2	02S	16	C8	02S	2	0	1	2	2	0.41			( )
R1313600	2	0	0000	5	0								0	00	00	2	02S	18	C9	02S	2	0	2	2	2	0.52			( )
																									TOTAL =	0.93			

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
BUREAU OF TRANSPORTATION PLANNING AND DEVELOPMENT
STATEWIDE HIGHWAY TRANSPORTATION SECTION
ROAD INVENTORY PROGRAM

ROAD INVENTORY DECODING MANUAL

IDENTIFICATION SECTION

ADM - ADMINISTRATIVE SYSTEM
SYS

CODE	TRANSLATION
1	STATE DEPARTMENT OF PUBLIC WORKS
2	CITY OR TOWN
3	METROPOLITAN DISTRICT COMMISSION
4	MASSACHUSETTS TURNPIKE AUTHORITY
5	MASSACHUSETTS PORT AUTHORITY
6	STATE PARK OR FOREST
7	STATE INSTITUTIONAL
8	FEDERAL PARK OR FOREST
9	COUNTY INSTITUTIONAL
0	UNACCEPTED CITY OR TOWN STREET OR ROAD
A	PRIVATELY MAINTAINED (INCLUDING SNOW PLOWING)
B	STATE COLLEGE OR UNIVERSITY
C	UNITED STATES DEPARTMENT OF DEFENSE
D	UNITED STATES CORPS OF ENGINEERS
E	FEDERAL INSTITUTIONAL
F	OTHER FEDERAL

F A - FEDERAL AID SYSTEM CLASSIFICATION
SYS

CODE	TRANSLATION
1	FEDERAL AID INTERSTATE
2	OTHER FEDERAL AID PRIMARY
3	FEDERAL AID SECONDARY
6	URBAN SYSTEMS
0	NON-FEDERAL AID

F A - FEDERAL AID ROUTE NUMBER
RTE

F A - FEDERAL AID RURAL-URBAN DEFINITION CODE
R-U

CODE	TRANSLATION
1	URBAN AREA MUNICIPAL CITIES (ALL 39)
2	URBAN AREA MUNICIPAL TOWNS (POP. OVER 5,000)
3	URBAN AREA MUNICIPAL TOWNS (POP. UNDER 5,000)
4	URBAN AREA RURAL TOWNS
5	RURAL AREA MUNICIPAL TOWNS (POP. OVER 5,000)
6	RURAL AREA MUNICIPAL TOWNS (POP. UNDER 5,000)
7	RURAL AREA RURAL TOWNS

F - HIGHWAY FUNCTIONAL CLASSIFICATION
C

CODE	TRANSLATION
1	INTERSTATE
2	RURAL PRINCIPAL ARTERIALS AND URBAN EXTENSIONS
3	RURAL MINOR ARTERIALS AND URBAN EXTENSIONS
4	OTHER URBAN PRINCIPAL ARTERIALS
5	RURAL MAJOR COLLECTORS AND URBAN MINOR ARTERIALS

IDENTIFICATION SECTION (CONT.)

6 - RURAL MINOR COLLECTORS AND URBAN COLLECTOR STREETS
0 - LOCAL ROADS AND STREETS

AUTO - AUTO ROUTE NUMBER
RTE

IN THE CASE WHERE MORE THAN ONE NUMBER EXISTS ON A SECTION, THAT RECORDED IS THE LOWEST NUMBER OF THE SYSTEM OF HIGHEST PRIORITY, THE PRIORITY IS:

1. INTERSTATE AUTO ROUTE
2. UNITED STATES AUTO ROUTE
3. STATE AUTO ROUTE

DIVIDED LEFT SECTION - (USED ONLY ON DIVIDED ROAD)

LEFT - FAR LEFT SHOULDER WIDTH (IN FEET) AND TYPE
SHLD

CODE	TRANSLATION
S	STABLE - UNRUTTABLE COMPACTED SUBGRADE
H	HARDENED BITUMINOUS MIX OR PENETRATION
U	UNSTABLE

SF - SURFACE WIDTH IN FEET (TRAVELED WAY)
WD

MD - MEDIAN WIDTH IN FEET (CODED '99" IF OVER 100 FEET)
WD

N - NUMBER OF TRAFFIC LANES
L

URBAN DATA SECTION

C - CURBS
B

CODE	TRANSLATION
0	NONE
1	LEFT SIDE ONLY
2	RIGHT SIDE ONLY
3	BOTH SIDES
4	ALONG MEDIAN ONLY
5	ALL CURBS (DIVIDED HIGHWAY)

SIDEWALK - SIDEWALKS LEFT OR RIGHT IN FEET
LT RT

ST - STREET OPERATION
OP

CODE	TRANSLATION
1	ONE-WAY TRAFFIC
2	TWO-WAY TRAFFIC

IDENTIFICATION SECTION (cont.)

DIVIDED RIGHT OR UNDIVIDED SECTION

LT SHLD - IF UNDIVIDED, LEFT SHOULDER WIDTH (IN FEET) AND TYPE.
(MED) IF DIVIDED, DATA APPLIES TO BOTH MEDIAN SHOULDERS.

CODE	TRANSLATION
S	STABLE - UNRUTTABLE COMPACTED SUBGRADE
H	HARDENED BITUMINOUS MIX OR PENETRATION
U	UNSTABLE

SF - SURFACE WIDTH IN FEET (TRAVELED WAY)
WD

SF - SURFACE TYPE
TP

CODE	BPR ID.	TYPE
01	A	PRIMITIVE ROAD
02	B	UNIMPROVED ROAD
03	C	GRADED AND DRAINED EARTH ROAD
04	D	SOIL SURFACE ROAD
05	E	GRAVEL OR STONE ROAD
06	F	BITUMINOUS SURFACE - TREATED ROAD
07	G-1	MIXED BITUMINOUS ROAD (LOW TYPE)
08	G-2	MIXED BITUMINOUS ROAD (HIGH TYPE)
09	H-1	BITUMINIOUS PENETRATION ROAD (LOW TYPE)
10	H-2	BITUMINOUS PENETRATION ROAD (HIGH TYPE)
11	I	BIT. CONCRETE SHEET OR ROCK ASPHALT ROAD
12	J	PORTLAND CEMENT CONCRETE ROAD
13	K	BRICK ROAD
14	L	BLOCK ROAD
15	M	COMBINATION TYPE ROAD

RT - RIGHT SHOULDER WIDTH (IN FEET) AND TYPE
SHLD

CODE	TRANSLATION
S	STABLE - UNRUTTABLE COMPACTED SUBGRADE
H	HARDENED BITUMINOUS MIX OR PENETRATION
U	UNSTABLE

L - NUMBER OF TRAFFIC LANES
N

APPRAISAL SECTION

ACC - ACCESS CONTROL
CON

CODE	TRANSLATION
0	NO CONTROL
1	FULL CONTROL
2	PARTIAL CONTROL

TER - TERRAIN
AIN

CODE	TRANSLATION
1	LEVEL
2	ROLLING
3	MOUNTAINOUS

ST - STRUCTURAL CONDITION OF ROAD
CD

CODE	TRANSLATION
1	GOOD
2	FAIR
3	DEFICIENT
4	INTOLERABLE

B - BUS ROUTE
R

CODE	TRANSLATION
0	NONE
1	COMMERCIAL CARRIERS ONLY
2	SCHOOL BUSES ONLY
3	COMBINATION-SCHOOL BUS/COMMERCIAL CARRIER

LENGTH AND TRAFFIC SECTION

SECTN - SECTION LENGTH IN MILES
LNGTH

AVEDAY - AVERAGE DAILY TRAFFIC ON SECTION
TRAFIC

ADT - YEAR OF AVERAGE DAILY TRAFFIC
YEAR

DAILY - DAILY VEHICLE MILES TRAVELED ON THE SECTION
VH-MI-TV

Note to Municipality: Please complete and return these forms by: _____

MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS
10 PARK PLAZA
BOSTON, MA 02116-3973

CITY/TOWN _____

Fiscal Year _____

STATE AID HIGHWAYS
Chapter 81, Section 31, G.L.
(Cherry Sheet Distributions)

To

_____
District Highway Engineer

Dear Sir:

This is to certify that the following amount is expected to be incurred during the fiscal year for constructing, maintaining and policing of the City/Town streets or roads in accordance with Chapter 81, Section 31 of the General Laws, as defined by the meanings listed on the reverse side.

Attached are certified copies of the votes and appropriations as taken at the City Council/Town Meetings(s) for the above mentioned items, amounting to $_____

Signed _____

_____

_____

_____

_____
Mayor/Selectmen

Date _____

_____
District Highway Engineer

"CONSTRUCTING"

1. All operations on the travelled way on new location.
2. All operations on the travelled way where considerable reconstruction is to be undertaken.

Including resurfacing and other work incidental to the above, such as shoulders, side road approaches, roadsides, drainage, structures, sidewalks, traffice control and service facilities, intersection construction, and unusual or disaster operations and professional services, or for such other purposes that the Commissioner of Public Works may specifically authorize.

"MAINTAINING"

All operations on the travelled way including:

1. scarifying, reshaping, applying dust palliatives and restoring material losses;
2. patching, mudjacking, joint filling, surface treating, etc. and replacement in kind; other work such as,
3. restoration of erosion controls;
4. reshaping drainage channels and side slopes;
5. mowing;
6. tree trimming,
7. replacing topsoil, sod, shrubs, curbing, gutters, riprap, underdrains, culverts;
8. cleaning and repairing culverts;
9. cleaning, painting and repairing of structures;
10. replacement of rail, floors, stringers and beams of structures;
11. replacement of walls and repairing of drawbridges;
12. removal of snow and ice and related operations such as sanding, chemical applications, etc.;
13. the erection of snow fences and the opening of inlets clogged with snow and ice;
14. removal of litter from the roadsides and drainage;
15. operation of drawbridges charged to highway traffic;
16. painting, repairing and replacement in kind of signs, guardrail, signals, lighting standards, etc.;
17. maintenance and replacement in kind of rest areas;
18. servicing of and furnishing power and light bulbs for highway lighting and traffic control devices;
19. roadside cleaning operations;
20. operation of roadside areas, towing service, information booths, etc.;
21. or any other such purposes that the Commissioner of Public Works may specifically authorize.

"POLICING"

All operations on the travelled way by city/town law enforcement officials having to do with the direction or control of traffic and such other purposes as the Commissioner of Public Works may specifically authorize.

Note: Allocating 25% of Police Budget to "Policing" is acceptable.

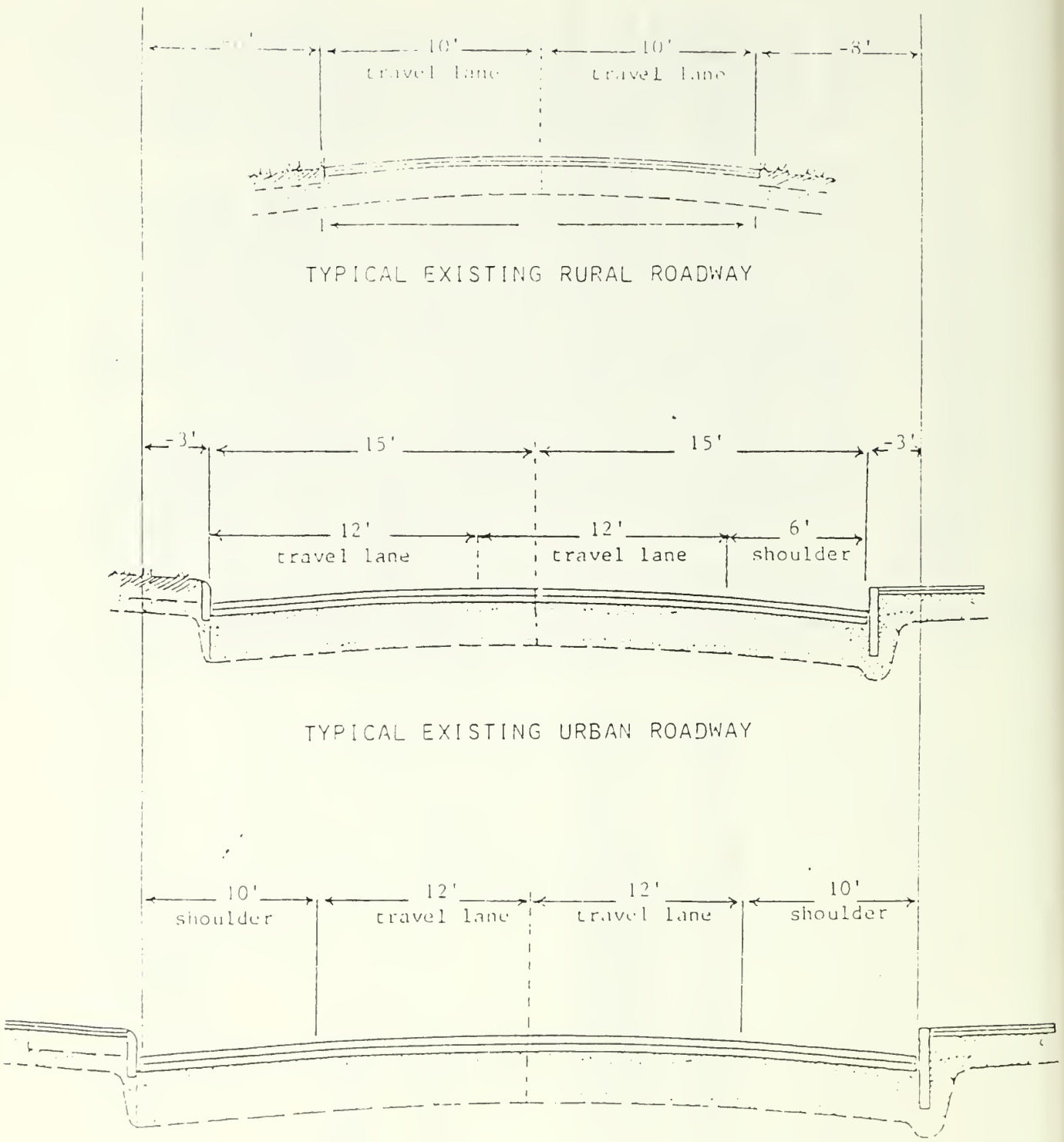
APPENDIX E

AASHTO STANDARDS

An essential consideration for all local officials seeking federal funding for projects is the mandatory use of the roadway design standards published by the American Association of State Highway and Transportation Officials (AASHTO) for all highway projects constructed with federal funds, and many projects constructed with state funds.

On the following page is a rendering, to scale, of typical sections of rural and urban roadways and the overall desirable roadway widths for federally funded roads. Desirable AASHTO dimensions are two 12-foot travel lanes with two 10-foot paved shoulders for breakdown lanes. Request for waivers to these widths may be addressed to the District Office of MDPW. However, MDPW is not obligated to grant a waiver. Furthermore, once one part of a road has received federal funding, it may be that improvements to other parts of the road, however funded, will be required to conform to AASHTO standards.

When considering federal funding as a financial solution to a pending highway problem, visit the site and measure the difference between existing and design standard layouts. If the result would be acceptable to you, you can proceed with one less problem to consider. However, if expanded road width appears to present substantial land use problems, you may wish to seek other than federal funding. State aid is one alternative, although the state has made 100% reimbursement under the Chapter 90 program contingent upon application of AASHTO design standards. Communities using lesser design standards may receive 75% Chapter 90 funding, with the remaining 25% their local share contribution.



DESIRABLE WIDTHS FOR FEDERALLY FINANCED
HIGHWAY PROJECTS - URBAN OR RURAL

Figure E-1

APPENDIX F

Urban System Project Submission Form

To be completed by town and submitted to MDPW District Office and a copy to MAPC.

Note:
- o MDPW District Office will review submission, request additional information if necessary and transmit material to Boston office along with a District recommendation.
- o IMPORTANT - Based on the information received (including its accuracy and completeness) a project priority will be established. Be sure to read the discussion of the impact of the priority, available from the District Office and MAPC.

1. Town(s) _____ Date of Submission _____

2. Proposed project name _____

3. Description of project (attach a map locating project and limits)

_____

_____

_____

_____

4. Who defined the type of work required:

   Name _____

   Address _____

   Telephone _____

5. Does the proposal being addressed extend into adjoining towns?

   _____ which towns?

   Have they been contacted? _____

   Is there interest by neighboring towns in a cooperative effort?

   Describe _____

6. Have the chief elected officials of the town(s) initiated this project?

   _____

7. Is the town(s) or private source committeed to pay for engineering and right of way costs?

8. Are negative environmental impacts anticipated (e.g., wetlands, water pollution)? (Describe) _____

_____

_____

_____

_____

9. Does the project support the town(s') growth plans (master plan)?

_____

Design Data

10. Existing roadway features (e.g. width, curbs, number of lanes, traffic control devices, parking). Use separate sheet.

11. Proposed roadway features (Same detail as 10 above).

12. Traffic Volumes - attach counts and map showing locations. (Truck classification when available).

    - o include 24 hour directional counts where necessary and turning movement counts at intersections (Consult District office or MAPC for more detail).

    - o include classification counts when necessary.

13. Describe Level of Service before and after improvement (consult District Office or MAPC for more detail and assistance).

14. Accident Data - Attach detailed data for last three years. Include discussion of safety (Consult District office or MAPC for more detail).

15. Approximate cost of project (estimated by town):

    Engineering _____
    Right of Way _____
    Construction _____

16. If signals are recommended discuss warrants that have been met.

17. Person submitting this Form.

    Name _____ Title _____

    Address _____ Telephone _____

APPENDIX G

MAPC Technical Assistance Program

Providing technical assistance is not only a valuable service to communities but it is an opportunity to maintain contact between individuals in the community and at MAPC and to keep abreast of transportation issues and developments. In almost every case, there is some aspect of the technical assistance effort which can be applied to similar situations elsewhere in the region. Any final reports are presented in a form that provide guidance and procedures for other communities and subregions. Requests for help with transportation issues are treated either as Short-Term Assistance or as Subregional Assistance.

Short-Term Assistance usually involves a consultation, possibly also providing data or materials for the use of local officials and their staff. The product of a short-term effort may be a phone call, a letter, a meeting in the community, or a very brief report; but the effort should require no more than two person-days of staff time.

Subregional Assistance brings together more than one community to deal with mutual problems. An important aspect of the subregional assistance study process is to bring together neighboring communities which may ordinarily not communicate their concerns with one another. The study process can facilitate this communication and take advantage of the increased energy and resources of two or more communities.

A subregional assistance study generally attempts to define and "scope" a transportation problem and/or solution. Working with the community, MAPC staff will define the problem; identify the significant factors contributing to the problem; narrow the focus of concern to feasible, alternative solutions; and develop a program of further study or proposed action. Staff will rely primarily on existing data and reports, site visits, and information from appropriate local officials to provide technical assistance to the subregion. The subregional forum will be responsible for guidance to the technical work. Where a substantial analysis or specific technical expertise are required, MAPC will call on the Central Transportation Planning Staff for technical support.

Of major importance will be the level of cooperation from the involved communities. MAPC staff will work with the officials and staff of appropriate agencies to establish what studies, data, mapping, and resources are available to assist in the project, encourage officials and staff to clarify their concerns and needs, and guide officials and staff in initiating follow-up actions at the conclusion of the study. The success of the study effort will depend, to a large extent, on the degree of this cooperation, without which there can be no guarantee of a satisfactory product. Only through a high degree of participation on the part of communities can MAPC provide the maximum amount of service with the available funds.

APPENDIX G (cont.)

Generally, subregional assistance studies will be performed using the following procedure:

1. Identify key individuals and agencies at state and local levels. In addition to public officials and planners, Chambers of Commerce and neighborhood organizations will be contacted, as appropriate.

2. Notify appropriate people and the MAPC representatives of intent to commence study.

3. Request relevant material including previous studies, maps, and solutions with staff people.

4. Define the problem explicitly.

5. Request communities to provide additional data such as traffic counts and socio-economic information as needed. If appropriate, MAPC can provide guidance for collection of new data by the communities.

6. Identify alternative practical solutions to the problem.

7. Develop future action plan.

8. Recommend future action to MAPC's Transportation Technical Advisory Committee, Executive Committee, the Metropolitan Planning Organization, and involved communities.

APPENDIX H

FRINGE PARKING LOTS

I. Steps for Developing Fringe Parking

There are three major approaches to developing fringe parking with the assistance of the Massachusetts Department of Public Works (MDPW). Two of these approaches may allow reimbursement by federal funds. The first and least complicated approach to obtaining fringe parking is to locate and utilize land owned by the state. In this case the costs of development and maintenance are borne by the state agency. The second approach is to locate a parking facility on town-owned land; in this case the responsibility for developing the site can be shared by the town and the MDPW, often with the use of federal funds, and maintenance will fall to the town. The third approach is to locate parking on a site leased by the MDPW from a private owner such as a shopping center, theater or other facility with excess or potential parking spaces. In all cases, a need for fringe parking to serve carpools, vanpools, and transit or bus riders must be established, and the site must be approved as suitable for relieving road congestion or improving a safety problem.

Specifically, the steps for each approach are outlined below:

A. MDPW-OWNED SITE

1. A site which is owned by the state is identified by a town, the regional planning agency or the MDPW itself, as a prospective good location for fringe parking. The MDPW's Bureau of Transportation Planning and Development (BTPD) is notified and informed of the site's potential.

2. Documentation of need, interest and support from the town and the MAPC should be sent to the MDPW. In some cases the MDPW can assist with the documentation of need through traffic counts or data on file.

3. BTPD requests preliminary engineering assessment of the site by the appropriate MDPW District Office. An assessment includes review of safety, engineering needs and costs. The findings are reported back to the Bureau.

4. BTPD sends the proposal to the MDPW Project Review Committee with the request that it be approved and moved into the project development stage.

5. If approved, the project is normally forwarded to the District Office for design work.

6. When the design work is complete and accepted, the project is then programmed for construction. It will be built and maintained by the MDPW.

APPENDIX H (cont.)

B. TOWN-OWNED SITE

1. The town notifies BTPD of the need for a commuter parking facility and of possible sites which can then be investigated with the help of MDPW. Sites should be screened for feasibility and safety.

2. Documentation of need, interest and support from the town and from MAPC should be sent to BTPD (MDPW may be able to assist with data on need).

3. When a site appears feasible and desirable it will then be forwarded by BTPD to the Project Review Committee for approval. Although this approval is not a commitment for the final construction of the project, it allows the project to be programmed for federal reimbursement.

4. The town may be asked to undertake the design work for the project. By agreeing to do the design, the town indicates its commitment to the project, which can often speed up the development process.

5. The design is reviewed by the appropriate MDPW District Office.

6. The dedicated lifespan of the facility, dictated by the expected service life of the materials specified in the project's design, is normally between fifteen and twenty years, and is agreed upon by the town and the MDPW during the review process.

7. If the design is accepted, the project can then be programmed for construction using federal funds.

8. Even if the lot is built by MDPW, it remains the property of the town, and the town is responsible for its maintenance.

C. LEASED SITE

1. A potential site is brought to the attention of BTPD by the town, MAPC, or MDPW staff.

2. The proposal is forwarded to the Project Review Committee for approval to enter into preliminary negotiations with the site owner. The MDPW Right-of-Way Office assesses the conditions (that is, what improvements may be needed) for a lease arrangement.

3. Typically, a requirement of the lease is that the owner be responsible for all improvements, including design and construction if necessary, to MDPW specifications. A dedicated lifespan of the facility is agreed upon within the lease.

4. Upon arriving at an acceptable lease arrangement with the owner (annual compensation will be specified, including the costs of improvement), the lease is approved by the MDPW and executed. The Massachusetts Executive Office of Administration and Finance must also approve the lease.

II. Summary of Liability Issues for Fringe Parking-

The issue of liability during the consideration of plans to develop fringe parking for a town. The question of who is liable for the safety of users of fringe parking facilities is of concern to towns who fear heavy financial responsibility.

While the issue is one that still has some gray areas, the primary liability for parking areas falls upon the operator of the lot. The operator is responsible for providing "reasonable care" to protect the safety of users. This "reasonable care" applies to maintenance-related conditions but not to protection from crime unless he provides an attendant who takes the car keys and controls access and egress.

When the property in question is being leased from someone other than the lot operator (e.g., the town leases land from a private land owner), the question of liability becomes more complicated. An important factor here is the amount of control over the property being retained by the landowner. The town may wish to seek legal advice in this situation, or to contact the MDPW to advise on this issue.

III Charging for the Use of Fringe Parking

There appears to be no legal reason that a town which owns a fringe parking site could not charge a fee for the use of the parking; however, with lots constructed using federal or state funds, such fees must be used specifically for maintenance or improvement of the site. The reviews on the impact that fees have on users of fringe parking, however, are mixed. Fringe parking that is on the outer edge of a metropolitan area will generally be successful even if a fee is charged, provided that the fee is significantly lower than the cost of parking downtown. In a number of documented cases, though, the implementation of a fee cut parking use in half. The U.S. Department of Transportation publication Traveler Response to Transportation System Changes (July 1981) indicates that most carpool lots (as opposed to change to bus, train or public transit service) are free. Since many carpoolers in the I-495 area are not making the trip into

APPENDIX H (cont.)

downtown Boston, but going to work places located in the I-495 belt, the fee parking may not be a attractive to potential users who do not face high fees for downtown parking. In the case of suburban commuters, the length of the trip may be the decisive factor in determining whether the cost of parking will be too high to make carpooling attractive.

APPENDIX I

ENVIRONMENTAL REVIEW PROCESS

Early in the development stage, a community will need to determine if its project comes under the scope of the federal or state environmental review process, or of other significant environmental laws such as Section 4(f) of the 1966 Department of Transportation Act. The purpose of this process is to identify potential environmental impacts of a project on traffic, air quality, wetlands, water quality and other areas affecting the quality of life. With this information, a project can be altered to minimize or eliminate negative environmental impacts.

A. Federal Requirements

Under the provisions of the National Environmental Policy Act (NEPA), an environmental impact statement (EIS) must be prepared for any "major federal actions significantly affecting" the environment. The various federal agencies have developed regulations describing which projects are subject to the EIS process. For transportation purposes, the regulations issued by the Federal Highway Administration (FHWA) and the Urban Mass Transportation Administration (UMTA) spell out the applicable procedures.

For a project to be subject to the EIS requirements, several conditions must be met. First, it must involve a federal action. Projects are federal if they require federal funds, permits or approvals.

Once it has been determined that a project is federal, it is then classified for environmental purposes. The regulations define certain actions having significant impacts as Class I--these actions automatically require an EIS (e.g., a highway project of 4 or more lanes on a new location). In Class II are those projects categorically excluded from the EIS requirements (e.g., bridge replacement, minor construction projects, training and research grants). Class III includes all other projects and for these, an environmental assessment (EA) must be prepared at the earliest appropriate time.

Based on the environmental assessment, a decision is made whether or not the project will have significant impacts. If it appears it will, an EIS (a draft, then a final EIS) must be prepared. If not, the responsible federal agency issues a "finding of no significant impact" (FONSI).

The environmental document will be reviewed by FHWA or UMTA to determine what changes must be made to the proposed project to remove or mitigate to the extent possible negative environmental impacts.

Another significant federal law is Section 4(f) of the 1966 Department of Transportation Act. The law bans federal transportation actions in significant publicly-owned parks, recreation areas, wildlife or waterfowl refuges or any significant historic site, unless: 1) there is no prudent and feasible alternative to the use of the land, and 2) the proposed action includes all possible planning to minimize harm to the affected properties. Where required, a section 4(f) statement is prepared simultaneously with the EIS.

APPENDIX I (cont.)

B. State Requirements

The Massachusetts Environmental Policy Act (MEPA) is modelled after the federal National Environmental Policy Act. Its purpose is to identify the environmental impacts of state projects. In some cases, a project may require both a federal and state environmental review. In other cases, only a state review might be required.

The Executive Office of Environmental Affairs (MEPA Unit) is responsible for developing and administering the regulations describing which projects are subject to state environmental review. Projects carried out by a state agency, receiving state funds or requiring certain state permits are subject to this process. These projects are then compared to four classes of projects described in the regulations to determine whether an environmental review is required, and if so, what type. Class A describes those projects carried out by a state agency or receiving state funds which require a preliminary review, the Environmental Notification Form (ENF). Class B describes those state permits which also trigger the ENF requirements. Class C describes those projects that, due to their location in an "Area of Critical Environmental Concern" or in an environmentally sensitive area such as a coastal beach or salt marsh, are automatically required to file an ENF. For each of these projects, the ENF is reviewed by MEPA to determine whether a much more comprehensive assessment of impacts, an Environmental Impact Report (EIR), is required.

Examples of transportation-related projects that require ENFs include certain traffic improvements on state roads; improvements to local roads that significantly alter the pavement width or roadside landscape; construction of transit parking; lots of greater than 50 spaces; projects requiring curb-cuts or related permits for larger developments; significant increases in service at Logan Airport, Hanscom Field and other Massport facilities; and fare increases of 30 percent or greater in the average fare of the entire MBTA (or RTA) system. For information on whether a specific project requires an ENF, a community should contact MDPW if it is funded through them; otherwise, MAPC or the MEPA unit of the state Environmental Affairs office may be contacted.

Class D includes all projects that automatically require the more comprehensive EIR. These projects will still require a preliminary ENF, which will outline those impacts that should be addressed in the EIR.

Examples of projects "categorically" requiring an EIR include those that:

- provide more than 1000 new parking spaces;
- generate an increase in Average Daily Traffic of 3000 Average Daily Traffic,
- construct, expand or modify public roads of certain size.

APPENDIX I (cont.)

For additional information on which projects require an EIR, a community should consult the MEPA regulations (301 CMR 10.32) and, as necessary, contact MDPW's Environmental Engineering section, MAPC or MEPA.

C. Preparation and Timing of Environmental Studies

Generally, MDPW will prepare (or hire a consultant to prepare) the required environmental studies of projects using federal Interstate and Consolidated Primary funds. Cities and towns will most often be asked to hire a consultant to prepare the studies of federal Rural Secondary and Urban Systems projects and projects using state transportation or non-MDPW personnel before beginning work on the study. Environmental studies of projects funded through the federal National Purpose programs (Hazard Elimination, Rail-Highway Crossings, Highway Bridge Replacement) will usually be the responsibility of the project proponent, which can be either the municipality or MDPW.

Federal EIS's and EA's should be prepared as early in the development process as possible - when sufficient information is available to identify the environmental impacts.

Federally-funded projects requiring both a federal EIS and a state ENF should submit the ENF to MEPA immediately after it has been established that an EIS is required. If an EIR is required by MEPA, it may be combined with the EIS as a joint EIS/EIR.

Federally-funded projects requiring only an ENF should submit the ENF to MEPA immediately after FHWA's concurrence that an EIS is not required has been requested.

State-funded projects (bikeways, salt storage sheds, Economic Development)* and other projects using aid should submit required ENFs no later than the completion of such preliminary studies as are necessary to adequately describe the projects for purposes of the ENF. Projects using funds from the Off-Street Parking program, the CDAG, or CDBG programs should consult the funding agency to determine the time of required environmental reviews.

Private projects seeking state permits or financial assistance should submit the ENF no later than ten days after the filing of the first application for a permit or financial assistance for the project.

Questions concerning the timing of responsibility for preparation of the environmental review should be addressed to the funding agency, to MAPC or to the MEPA office.

*State-funded bridge improvements are exempt from the MEPA requirements.

APPENDIX J

MBTA ASSESSMENT PROCEDURES

All 79 cities and towns in the MBTA district pay a share of the MBTA's yearly deficit or net cost of service. The assessment formulas for sharing the deficit were originally spelled out in state legislation passed in 1964 when the old MTA district, serving 14 cities and towns, was enlarged to the present regional transportation district and renamed the MBTA. The formulas have been amended by the legislature from time to time in an effort to make the assessment more fair and equitable.

The legislation defines two basic types of MBTA service, "express service" and "local service." Express service refers to rapid transit service on controlled rights of way, while local service refers to MBTA buses, trackless trolleys and streetcars in local streets. The net cost of providing each of these types of service is calculated separately and allocated by a different formula.

Type of Service	Portion of Deficit	Who Pays	Basis for Assessment
EXPRESS	75%	all 79 cities & towns	number of commuters (1970 U.S. Census)
	25%	cities & towns with rapid transit & R.R.	boarding counts (except new stations)
LOCAL	50%	65 cities & towns	population (1980 U.S. Census)
		14 cities & towns	
	50%	cities & towns with bus service	share of losses sustained locally

APPENDIX J (cont.)

EXPRESS SERVICE

Legislation has divided the assessment for the cost of express service into two parts, a 75% portion, and a 25% portion, each distributed in a different fashion.

The 75% portion of the net cost of express service is shared by all 79 cities and towns in the MBTA, based on the number of "commuters" living in each municipality. The number of commuters in each city and town was determined from the 1970 Federal Census data and included all people who traveled outside their town to their place of work, whether they used public transportation or not. In the case of the city of Boston, the number of commuters was established so that Boston would be responsible for not less than 30% of this 75% portion.

The remaining 25% of the net cost of express service is shared only by those cities and towns that have one or more express service stations. This part of the assessment is proportional to the number of passengers boarding the rapid transit and railroad lines at stations in each community. By law counts are taken to determine the number of passengers boarding at each station and within each town, and in no event less frequently than every two years. However, in 1973, the legislature amended the assessment procedure to exclude from the boarding counts passengers boarding at new rapid transit stations opened after July, 1973. This amendment means that a new station in a community will not result in an increase in its assessment for the 25% portion of express service costs.

LOCAL SERVICE

Local service refers to buses, trackless trolleys, and streetcars operating on local streets. As in express service, the formula for assigning the local service deficit is divided into two parts, in this case two equal or 50% portions. Half of the local service deficit is allocated on the basis of population as determined by the most recent Federal Census (1980); but on the weight of 14 cities and towns and 65 cities and town independently. The other 50% of the deficit from local service operations is shared by those cities and towns that have such service, and is based on the proportion of losses incurred in each city or town.

APPENDIX J (cont.)

To determine the operations loss incurred in each community, costs are first identified with a mode of service - bus, trackless trolley and streetcar. All direct costs are identified directly with the appropriate mode, and indirect costs are allocated to modes largely based upon the direct charges to each mode each month. Costs by mode are then allocated to specific routes by means of one of six based depending upon the type of expense involved. Direct costs of operations and maintenance of each rating station (depot), are allocated only to routes emanating from that rating station. For example, costs of operating and maintaining routes from the Quincy Garage are allocated only to the routes in the Quincy Rating Station.

Farebox revenue is sampled on each route four times yearly, and the difference between operating cost and annual revenue determines the yearly profit or loss for each route. This profit or loss is allocated to each city or town on the route. If a town elects to have no local service, buses then make no stops in that town, and the profit or loss from routes passing through that town is distributed among the other towns on the route. For all cities and towns with local MBTA service, the losses and profits from the routes in the community are totaled. Half of the MBTA's local service assessment is then based on the percentage of local service operating losses incurred in each municipality.

As an example of local service assessment, consider a six-mile long bus route, with four miles in town A and two miles in town B. Assume that the operating cost for the route was $100,000 a year. Assume also that farebox revenue on the route was $40,000 a year. The operating deficit would be $60,000 a year, the difference between operating cost and revenue. Half of this $60,000 deficit ($30,000) would be allocated among the 14 cities and towns and the 65 cities and towns on the basis of population, and half would be allocated to towns A and B. Town A would have to pay $20,000 and Town B would be assessed $10,000 because the bus route operated twice as many miles in town A as in town B.

SUBURBAN BUS PROGRAM

One of the most convenient and economical means of access to and from Boston is the bus service offered by the region's many independent private operators. Private buses fill the need for transportation between Boston and a broad region of cities and towns from which thousands of workers commute daily. Thousands more utilize bus services for shopping, health care, recreation, or to reach Logan Airport. As fuel costs, parking expense, and highway congestion increase, riding the bus is an increasingly attractive alternative to driving alone.

APPENDIX J (cont.)

The diversity of the area's transportation network also means complexity. It can be difficult to make connections between one mode and another; between bus and airplane, for example, or between ferry and subway. Particularly, it can be difficult to secure route and schedule information about the many independent private bus carrier services.

In April 1985 the Massachusetts Executive Office of Transportation and Construction, the Metropolitan Area Planning Council, and the New England Passenger Transportation Association prepared a brochure as a guide to private bus operations serving the Boston area. For information about these services, call the CARAVAN Commuter Hotline at 227-7665.

APPENDIX K

TRANSIT FUNDING

There are a variety of sources of federal subsidies for MBTA and RTA capital and operating costs. It should be emphasized that these funds are obtained through the transit authority in which a community is a member. A community does not apply directly to UMTA for funding. Furthermore, federal policies regarding mass transit subsidies are in a state of flux and could change substantially over the short term. As of this writing the most significant federal programs are as follows:

Section 3 Funds: Section 3 of the Urban Mass Transportation Act provides the Urban Mass Transportation Administration (UMTA) with the authority to write contracts for federal payment of up to 75% of the cost of approved capital improvement transit projects. Section 3 grants are awarded on the bases of need, as determined by the UMTA Administrator, rather than a fixed formula.

The capital budget generally provides for an allocation of discretionary grants under Section 3. There are several reasons for this: first, it is likely that the schedule for some transit projects will slip, so that not all projects programmed for a particular year may be ready for funding; second, there are often opportunities at the end of a fiscal year to have additional projects funded when projects in other cities suffer unforeseen setbacks; third, it is possible that Congress or UMTA will program more Section 3 funds for our region than are presently anticipated.

Interstate Transfer Funds: Funding from the Interstate Transfer provision of the 1973 Highway Act became available when Massachusetts withdrew several interstate highway segments proposed for construction in Boston, Cambridge, and Somerville and made the $600 million that would have been spent for these in highways available for transit construction. Later amendments to the Highway Act, sponsored in part by the Massachusetts delegation to Congress, increased this amount to account for inflation. The actual amount of transfer funds is increased periodically to account for increases in construction costs. From this program, all funds have been committed, as of October 1, 1981, to projects which are currently under construction. These funds are expected to be drawn from the Interstate Transfer account and expended over the next several years.

Section 9 Funds: Section 9 is a new block grant formula program designed to incorporate Sections 5 and 18. Section 9 funds may be used to finance the planning, acquisition, construction, improvements, and operating costs of facilities, equipment, and associated capital maintenance items. The federal matching share for the Section 9 block grant is 80% for capital

APPENDIX K (cont.)

projects and 50% of net project costs for operating assistance. The proportion of the block grant funds that can be used for operating expenses is subject to a cap based on population size and the FY 1982 Section 5 apportionment tiers. Tier 1 and 2 funds are allocated on formulas based on urbanized area populations and population density and are intended for general transit expenses. Tier 3 funding is allocated utilizing a formula based on rapid transit (and other fixed guideway) route miles, and commuter rail trains miles and can be used only for commuter rail and fixed guideway-related expenses. Tier 4 funds are dispensed by formula based on population and population density and are intended for the purchase of buses and capital expenses associated with bus facilities. Funds apportioned to a particular area may be transferred to other areas within the State.

APPENDIX L

MBTA'S CAPITAL BUDGET PROCESS

The MBTA's capital budget process can be described in four steps:

1. Listing of projects to be considered for inclusion in the TIP Annual Element is prepared by the MBTA's Capital Budget Committee. The list includes projects in progress, projects requested by MBTA department heads, and projects drawn from the 2-5 Year Element of the Transportation Improvement Program.

2. Based on 14 policy criteria, the Capital Budget Committee goes through a screening of projects and project components establishing a preliminary priority list.

3. A second screening is undertaken which involves a review of work scope, estimated cost, and project schedule. Scopes and estimates are adjusted and projects and project components are deferred as appropriate, and a revised priority list is developed. In accordance with Chapter 161A of the Massachusetts General Laws, the resultant capital budget priorities are submitted to the Executive Office of Transportation and Construction for approval.

4. The list of projects to be included in the Annual Element is further refined and narrowed as the end of the federal fiscal year approaches. This refinement results from changes in the status of federal sign offs (such as Department of Labor approval), available federal funding, and changes in the status of projects and project components.

APPENDIX M

Mobility Assistance Program Preliminary Application and Notice of Intent Form

PRELIMINARY APPLICATION DATE: _____

EXPERIENCE AND PLANS

General Information: (Part I)

1. Legal Name of Applicant Organization: _____
2. Address: _____
3. Contact Person: _____ 4. Telephone No. _____
5. Is your agency a: ___ Public Agency (attach enabling legislation)
   ___ Private, Non-Profit Corporation (attach articles of incorporation and IRS 501(c)(3) tax exemption letter)
6. List services provided by your organization: _____
   _____
   _____
7. Is your organization presently providing transportation services?
   ___ Yes ___ No
8. If yes, describe in detail service now provided, give hours of operation, number and type of vehicles, number of passengers carried, fare, mode (fixed route, dial-a-ride, mixed), etc. _____
   _____
   _____
   _____

Proposed Transportation Project (Part II)

9. Vehicles requested are: _ to replace existing service _ to expand existing service _ to start new service.
10. Number and type of vehicles to be requested: _ converted, accessible sedans; _ 8-12 passenger converted van, raised roof and lift; _ 12-16 passenger minibus with lift; _ 15-20 passenger body on chasis with lift; _ micro-computer management assistance hardware; _ TYY's; _ two-way radio equipment (if yes, please describe what equipment is needed).
11. List cities/towns to be served: _____
    _____
    _____
12. Total population in service area _____; Number of non-elderly, physically/mentally handicapped in service area _____; Number of elderly in service area _____; Number of elderly-physically/mentally handicapped in service area _____.

13. Describe proposed service. Explain method of scheduling and dispatching, hours of operation, trip purpose if any, etc. Type of driver, i.e., volunteer or paid._____

_____

_____

_____

14. Source of Agency Finances:_____

_____

15. Total operating budget for last year:_____

16. Define and document the need for transportation services beyond those now offered by public or private providers. List all public and private transit operators now providing transportation services to elderly and handicapped persons in your area. (This list should include: other private, non-profit agencies, taxi operators, bus operators, special van operations for handicapped.)_____

_____

_____

17. Describe efforts envisioned to coordinate with other transportation services now operating service in your area._____

_____

_____

Notice of Intent Form

To apply for federal funds for programs covered by the Office of Management and Budget (OMB) Circular A-95

To be filed at least 30 days prior to submission to federal agency.

Submit one copy to the Executive Office of Transportation and Construction, one copy to your local regional planning agency, and retain one copy for your files.

Applicant

Name

Address

Telephone Number

Name and title of person to receive correspondence

Name and title of contact person (if different)

Project

Title

Location of project impact area

Starting date and project duration

Funding Agency

Name

Federal Catalogue Program Number

Estimated date of submission to federal agency

Funding Request

Federal

State

Local

Other

Total

Project Summary

Please include a minimum: narrative description of project, budget and/or cost estimate, and locus map (U.S.G.S. when possible). The narrative might include a statement of need, program objectives, coordination with other agencies, citizen involvement, past performance (in the case of continuing programs), and environmental assessment where appropriate). (Use additional sheets where necessary).

Signature Date

Regional Clearinghouse

Prepared by (type or print name)

APPENDIX N

AGENCIES REPRESENTED IN THE INTERAGENCY ADVISORY COMMITTEE (IAC)

Division of Social and
Economic Opportunity, DCA
10 Tremont Street, Room 64
Boston, MA 02108
727-7004, 5

Mass. Rehabilitation Commission
20 Park Plaza
Boston, MA 02116
727-2183

State Clearing House
Executive Office of Communities
and Development
100 Cambridge Street
Room 1404
Boston, MA 02114
727-3264

Department of Mental Health
160 No. Washington Street
Boston, MA 02114
727-5662

Department of Elder Affairs
38 Chauncy Street
Boston, MA 02111
727-7750

Department of Public Welfare
Medicaid
600 Washington Street
Boston, MA 02111
727-8080

Central Transportation Planning
Staff
10 Park Plaza
Boston, MA 02116
973-7100

Office of Handicapped Affairs
One Ashburton Place
Room 301
Boston, MA 02108
727-7440

Ambulance Regulation Program
Massachusetts Department of
Public Health
80 Boylston Street
Room 835
Boston, MA 02116
727-6452

Massachusetts Commission for the
Blind
110 Tremont Street
6th Floor
Boston, MA 02108
727-5590

Massachusetts Developmental
Disabilities Commission
One Ashburton Place
13 Floor
Boston, MA 02108
727-6374

Office of Special Projects
Department of Manpower Development
Charles F. Hurley Building
Boston, MA 02114
727-1916

Office for Children
120 Boylston Street
Room 246
Boston, MA 02116
727-8996

Executive Office of Transportation
and Construction (EOTC)
10 Park Plaza, Room 3510
Boston, MA 02116
973-7000

Technical Advisor

MBTA Office of Special Needs
10 Park Plaza
Boston, MA 02116

APPENDIX O

AGENCY ADDRESSES AND PHONE NUMBERS

METROPOLITAN PLANNING ORGANIZATION

Executive Office of Transportation and Construction (EOTC)
10 Park Plaza, Room 3510
Boston, Massachusetts 02116
973-7000

Massachusetts Department of Public Works (MDPW)
10 Park Plaza
Boston, Massachusetts 02116
Main No.: 973-7800 (Commissioner's Office) 973-7830 (Chief Engineer)

Bureau of Transportation Planning and Development (BTPD): 973-7310

District Offices:

District 3
403 Belmont Street
Worcester, MA 01604
754-7204

District 4
519 Appleton Street
Arlington, MA 02174
648-6100

District 5
P.O. Box 38
Hawthorne, MA 01937
774-3190

District 6
1000 County Street
Taunton, MA 02780
824-6633

District 7
P.O. Box 111
2 Commerce Park Blvd.
Middleborough, MA 02346
947-9000

District 8
400 "D" Street
South Boston, MA 02210
482-0811

Massachusetts Bay Transportation Authority (MBTA)
10 Park Plaza
Boston, Massachusetts 02116
Main No.: 722-3200

Office of Construction Directorate:	722-3116
Office of Service Planning:	722-3430
Office of Special Needs:	722-5123
Commuter Rail Division:	722-3449

METROPOLITAN PLANNING ORGANIZATION (cont.)

Massachusetts Bay Transportation Authority Advisory Board
120 Boylston Street, Suite 504
Boston, Massachusetts 02116
426-6054

Metropolitan Area Planning Council (MAPC)
60 Temple Place
Boston, Massachusetts 02111
451-2770

Massachusetts Port Authority (Massport)
10 Park Plaza
Boston, Massachusetts 02110
973-5390

(MPO Transportation Staff)
Central Transportation Planning Staff (CTPS)
10 Park Plaza, Room 2150
Boston, Massachusetts 02116
973-7100

OTHER TRANSPORTATION AGENCIES

Federal

Urban Mass. Transportation Administration (UMTA)
Transportation Systems Center
55 Broadway Street
Cambridge, Massachusetts 02142
494-2484

Federal Highway Administration (FHWA)
Transportation Systems Center
55 Broadway Street
Cambridge, Massachusetts 02142
494-2416

Federal Railroad Administration (FRA)
150 Causeway Street
Boston, Massachusetts 02114
223-2775

OTHER TRANSPORTATION AGENCIES (cont.)

Federal Aviation Administration (FAA)
12 New England Executive Park
Burlington, Massachusetts 01803

State

Massachusetts Turnpike Authority (MTA)
10 Park Plaza, Suite 5170
Boston, Massachusetts 02116
973-7300

Metropolitan District Commission (MDC)
20 Somerset Street
Boston, Massachusetts 02108
727-5114

Massachusetts Aeronautics Commission (MAC)
10 Park Plaza
Boston, Massachusetts 02116
973-7352

Other

CARAVAN for Commuters, Inc.
10 Park Plaza, Suite 2180
Boston, Massachusetts 02116
973-7189

Amtrak
400 North Capitol
Washington, DC 20001
(202) 383-3000

REGIONAL TRANSIT AUTHORITIES

Administrative Offices	Advisory Board Chairpersons
BAT	
Brockton Area Transit 232 Main Street Brockton, MA 02401 588-2240	Chairperson, Brockton Area Transit City Hall Brockton, MA 02401

REGIONAL TRANSIT AUTHORITIES (cont.)

Administrative Offices	Advisory Board Chairpersons
CATA	
Cape Ann Transportation Authority P.O. Box 511 (168 Eastern Avenue) Gloucester, MA 01930 283-7916, 283-1886	Chairperson, Cape Ann Transportation Authority City Hall Dale Avenue Gloucester, MA 01930
GATRA	
Greater Attleboro Taunton Regional Authority 7 Mill Street Attleboro, MA 02703 226-1102	Chairperson, Greater Attleboro Taunton Regional Authority City Hall 29 Park Street Attleboro, MA 02703
LRTA	
Lowell Regional Transit Authority 10 Kearney Square Lowell, MA 01852 459-0164	Chairperson, Lowell Regional Transit Authority 54 Thorndike Road Lowell, MA 01852
MRTA	
Montachusett Regional Transit Authority 76 Summer Street, Room 202 Fitchburg, MA 01420 345-7376	Chairperson, Montachusett Regional Transit Authority City Hall 718 Main Street Fitchburg, MA 01420
MVRTA	
Merrimack Valley Regional Transit Authority 200 Merrimack Street, Suite 401 Haverhill, MA 01830	Chairperson, Merrimack Valley Regional Transit Authority 200 Merrimack Street, Suite 401 Haverhill, MA 01830
WRTA	
Worcester Regional Transit Authority 287 Grove Street Worcester, MA 01605 791-2389	Chairperson, Worcester Regional Transit Authority 200 Merrimack Street, Suite 401 Worcester, MA 01605

NON-TRANSPORTATION AGENCIES THAT PROVIDE OR ADMINISTER TRANSPORTATION FUNDING

Executive Office of Communities and Development (EOCD)
100 Cambridge Street
Boston, Massachusetts 02202
727-3264

Executive Office of Administration and Finance (EOAF)
Division of Capital Planning and Operations
1 Ashburton Place
Boston, Massachusetts 02108
727-4050 (Off-Street Parking Grants)

Department of Housing and Urban Development (HUD)
15 Bulfinch Place
Boston, Massachusetts 02114
223-4100

Division of Environmental Management (DEM)
100 Cambridge Street
Boston, Massachusetts 02202

Department of Mental Health (DMH)
160 N. Washington Street
Boston, Massachusetts 02114
727-5656

Department of Public Welfare (DPW)
600 Washington Street
Boston, Massachusetts 02111
727-6000

Massachusetts Rehabilitation Commission (MRC)
Statler Office Building
20 Province Street
Boston, Massachusetts 02116
727-2183

Area Agencies on Aging/Home Care Corporations Name of Agency	MAPC Communities Served
Elderly Home Care Corporation of Southern Worcester County, Inc. 284 Worcester Street Southbridge, MA 01550 764-2501	Bellingham, Franklin, Medway

NON-TRANSPORTATION AGENCIES THAT PROVIDE OR ADMINISTER TRANSPORTATION FUNDING (cont,)

*Senior Home Care Services, Inc. 2 Main Street Gloucester, MA 01930 281-1750	Beverly, Essex, Gloucester, Hamilton, Ipswich, Manchester, Rockport, Topsfield, Wenham
*North Shore Elder Services, Inc. 484 Lowell Street Peabody, MA 01960 535-6220	Danvers, Marblehead, Middleton, Peabody, Salem
*Greater Lynn Senior Services, Inc. 90 Exchange Street Lynn, MA 01901 599-0110	Lynn, Lynnfield, Nahant, Saugus, Swampscott
*Chelsea/Revere/Winthrop Home Care Ctr., Inc. Atlantic Savings Bank Building 385 Broadway -- P.O. Box 189 Revere, MA 02151 286-0550	Chelsea, Revere, Winthrop
*Mystic Valley Elder Home Care, Inc. 661 Main Street, Suite 110 Malden, MA 02148 324-7705	Everett, Malden, Medford, North Reading, Reading, Stoneham, Wakefield
*Somerville-Cambridge Elder Services, Inc. One Davis Square Somerville, MA 02144 628-2601; 02	Cambridge, Somerville
*Minuteman Home Care Corporation 20 Pelham Road Lexington, MA 02173 862-6200; 263-8720	Acton, Arlington, Bedford, Boxborough, Burlington, Carlisle, Concord, Harvard, Lexington, Lincoln, Littleton, Maynard, Stow, Wilmington, Winchester, Woburn

*Area Agency on Aging

NON-TRANSPORTATION AGENCIES THAT PROVIDE OR ADMINISTER TRANSPORTATION FUNDING (cont.)

*West Suburban Elder Services, Inc. 1001 Watertown Street West Newton, MA 02165 969-0170	Belmont, Brookline, Needham, Newton, Waltham, Watertown, Wellesley, Weston
*Baypath Senior Citizens Services, Inc. P.O. Box 2625 Framingham, MA 01701 620-0840	Ashland, Dover, Framingham, Holliston, Hopkinton, Hudson, Marlborough, Natick, Northborough, Sherborn, Southborough, Sudbury, Wayland, Westborough
*King Philip Elder Services, Inc. 130 West Street -- P.O. Box 113 Walpole, MA 02081 668-5110; 769-7440	Canton, Dedham, Foxborough, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood, Wrentham
*South Shore Elder Services, Inc. 430 South Main Street -- P.O. Box 527 Cohasset, MA 02025 749-6832; 335-1310; 383-9790	Braintree, Cohasset, Hingham, Holbrook, Hull, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth
*Old Colony Elderly Services, Inc. 231 Main Street Brockton, MA 02401 584-1561; 584-4317; 697-3338; 586-3700; 01	Duxbury, Hanover, Marshfield, Pembroke, Rockland, Stoughton
*Old Colony Planning Council 9 Belmont Street Brockton, MA 02401 583-1833	Duxbury, Hanover, Marshfield, Pembroke, Rockland, Stoughton

*Area Agency on Aging

NON-TRANSPORTATION AGENCIES THAT PROVIDE OR ADMINISTER TRANSPORTATION FUNDING (cont.)

*Commission on Affairs of the Elderly One City Hall Square -- Room 271 Boston, MA 02201 725-4366	Boston: All Neighborhoods
Southwest Boston Senior Services, Inc. 1 Belgrade Avenue Roslindale, MA 02131 325-6565	Boston: Hyde Park, S. Jamaica Plain, Roslindale, West Roxbury, West Mattapan
Area II Home Care for Senior Citizens, Inc. 1255 Boylston Street Boston, MA 02115 266-1672; 266-1919	Boston: Allston, Back Bay, Brighton, Fenway, Jamaica Plain, North Dorchester, Parker Hill, Roxbury, South End
Senior Home Care Services, Boston III, Inc. 38 Chauncy Street (4th Floor) Boston, MA 02111 451-6400	Boston: Beacon Hill/West End, Charlestown, Chinatown, Columbia Point, Dorchester, East Boston, East Mattapan, North End, South Boston

*Area Agency on Aging

OTHER AGENCIES

MEPA Office (Environmental Review)
Executive Office of Environmental Affairs (EOEA)
100 Cambridge Street
Boston, MA 02202
727-5830

League of American Wheelman - Mass.
c/o David Brahmer
9 Hatch Street
Everett, MA 02149
387-2343

League of Women Voters of
Massachusetts (Citizen
Participation)
8 Winter Street
Boston, MA 02111
357-8380

Division of Environmental Quality & Engineering (DEQE)
1 Winter Street
8th Floor
Boston, MA 02108

Environmental Protection Agency (EPA)
EPA - Region I
J.F.K. Federal Building, Room 1903
Boston, MA 02203

Boston Area Bicycle Coalition
3 Joy Street
Boston, MA 02108